SPARTANBURG COMMUNITY COLLEGE

2011 2012 Catalog

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2011-2012 Catalog

NOTICE TO STUDENTS

Notice of Student Responsibility: The information contained in this Catalog does not constitute a contract between Spartanburg Community College and its students or applicants for admission or any other person. Failure to read this publication does not excuse students from rules and procedures described herein. Personal factors, illness or contradictory advice from any source are not acceptable grounds for seeking exemption from these rules and procedures. Spartanburg Community College reserves the privilege of changing, without notice, any information or statement in this catalog. You may view the College's website at www.sccsc.edu for current or the most up-to-date information.

If special accommodations or assistance will be needed, contact Geraldine Brantley, coordinator of student disability services at (864) 592-4818 or call (864) 592-4748 for TDD.

ADA/504 Coordinator and EEO/Title 9 Coordinator:
Rick Teal, SCC director of human resources, (864) 592-4706

Transfer Officer: Celia Bauss, SCC registrar, (864) 592-4754.

Post Office Box 4386
Business Interstate 85 at New Cut Road
Spartanburg, South Carolina 29305
(864) 592-4800 • (866) 591-3700
www.sccsc.edu

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Publication Downloads
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Common SCC Phone Numbers
If using a campus phone, use last 4 digits:

Admissions - (864) 592-4800
Financial Aid - (864) 592-4810
Records - (864) 592-4681
Toll-free: (800) 922-3679

SCC central campus - (864) 592-4600
SCC Cherokee County Campus - (864) 206-2700
SCC Tyger River Campus - (864) 592-6200
Union Co. Advanced Tech. Ctr. (864) 466-1060

Campus Closings - (864) 592-4325

Facebook - www.facebook.com/YourCollege
Twitter - www.twitter.com/SCCyourCollege
Emergency alerts: www.twitter.com/SCC911

www.sccsc.edu

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Consumer Information: Write to the office of the vice president of student affairs at SCC for information on costs, refunds, financial assistance, student eligibility, academic programs, etc. Catalog contents are subject to change.

English Fluency of Faculty: It is the policy of Spartanburg Community College to employ means to ensure that faculty members whose first language is other than English possess adequate proficiency in writing and speaking the English language. Further, provisions will be made to allow for grievance procedures for students regarding the English fluency of an instructor. Contact the vice president of student affairs for specific procedures.

Facility Services at SCC: Spartanburg Community College offers campus facilities as prime meeting space to local businesses, professional organizations and individuals. Services include accommodations and audio visual services. To schedule an event at Spartanburg Community College contact the following locations:

Central Campus – (864) 592-4647
Tyger River Campus & BMW Center – (864)592-6206
Cherokee County Campus – (864) 206-2802
Union County Advanced Technology Center – (864) 466-1060

HEOA (Higher Education Opportunity Act) Institution Disclosure Information: Information about the academic and educational training programs at Spartanburg Community College is available on the College's website (www.sccsc.edu), the current catalog and in each of the academic departments on the College's central campus in Spartanburg. Additional information to include related instructional, laboratory, physical plant facilities; full-time, part-time faculty and other instructional personnel; clinical rotation sites, internships and field placements is available in each of the academic departments.

Non-Discrimination Statement: Spartanburg Community College does not discriminate on the basis of race, color, religion, age, sex, national origin/ethnic origin, or disability in its admission policies, programs, activities or employment practices. In compliance with Title IX of the Education Amendments of 1972 and section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990, Spartanburg Community College offers access and equal opportunity in its admission policies, programs, activities or employment practices to individuals with disabilities. No otherwise qualified individual will be denied access or opportunity on the basis of a disability. Students needing accommodations may contact Geraldine Brantley, counselor of student disability services at (864) 592-4818 or call (864) 592-4748 for TDD. The ADA/Section 504 Coordinator and EEO/Title IX coordinator is Rick Teal, SCC director of human resources, (864) 592-4706. She can be reached the SCC central campus, P.O. Box 4386, Spartanburg, S.C. 29305.

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Postmaster Information: 2011-2012 College Catalog, published March 2011, Spartanburg Community College, Post Office Box 4386, Spartanburg, S.C. 29305

Student-Right-To-Know: As defined by federal Student-Right-To-Know (SRTK) legislation, Spartanburg Community College's graduation rate for the fall 2006 cohort is 14%.* The transfer-out rate for the 2006 year is 10%. It is important to note that the SRTK is a "cohort" study. It identifies the students who are first-time, full-time, and degree-seeking in the fall semester of the cohort year. The graduation rate is the percentage of students in the cohort who graduate within 150% of the expected time to graduation (typically within three years for a two-year program). While SRTK has merit in that it provides a standardized measure of effectiveness, it is limited in that the cohort is small when compared to the typical community college or technical college population.

The 4-year Average Student-Right-To-Know Completion or Graduation Rate Calculation for Spartanburg Community College is 13%.*

The 4-year Average Student-Right-To-Know Transfer-out Rate is 10%.*

** Information at the time of printing of this catalog.*

Services to Students with Disabilities: SCC complies fully with section 504 of the 1973 Vocational Rehabilitation Act and the American with Disabilities Act of 1990. Students needing accommodations may contact the Geraldine Brantley, coordinator of student disability services at (864) 592-4818 or (864) 592-4748 for TDD or visit the office in the Student Services Building, room 118. The ADA/Section 504 Coordinator and EEO/Title IX coordinator is Rick Teal, SCC director of human resources who can be contacted at (864) 592-4706 (voice and TDD).

Transfer Officer: Celia Bauss, SCC registrar, can be contacted at (864) 592-4754.

World Wide Web Address: Spartanburg Community College's home page address is www.sccsc.edu.

President's Welcome

Welcome to Spartanburg Community College! As an SCC student, you join a rich history of educational excellence that began in 1963 with 150 students. Today, nearly 6,000 students share a common goal of seeking associate degrees and training that lead to rewarding employment and financial stability.

We are dedicated to helping you accomplish your college and career objectives in a way that works best for you. Whether your goal is education leading to a high-growth, high-demand career field or university transfer, SCC offers access to over 80 associate degree, diploma and certificate programs that lead to growing careers in business, engineering technology and industrial technology, computer technology, health and education. With day, evening, weekend, traditional and online classes at locations in Spartanburg, Cherokee and Union counties, SCC is convenient for recent high school graduates and busy adults who want to begin or advance their careers. Our tuition is the lowest in the region and our quality is excellent, thanks to dedicated faculty, state-of-the-art classrooms and laboratories, and small class sizes. And, because more than 80 percent of new careers today and in the future will require at least an associate degree, your SCC education will continue to pay off for years to come.

I encourage you to use this catalog and the many other resources available to assist you as you plan your academic program at SCC. Most importantly, I encourage you to visit our campus and meet with admissions and/or advising specialists who can assist you.

We are committed to your success – while a student on our campus, after graduation and as a working professional in our community.

Thank you for choosing Spartanburg Community College. We look forward to assisting you in achieving your college and career goals. Our mission is to ensure your success!

Sincerely,

Para M. Jones

Para M. Jones, Ph.D.
President
Spartanburg Community College

2011-2012 Academic Calendar*

General Deadlines – Fall 2011	
Registration begins for Fall 2011	April 4
Financial aid available for tuition payment and Book Inn purchases	August 1-October 11
Registration, Union County Advanced Technology Center	August 2; 9am-1pm
Registration, Cherokee County Campus	August 3; 9am-6pm
Registration, Central Campus (for times, see www.sccsc.edu/calendar)	August 9-12
Registration, Tyger River Campus	August 9; 9am-7pm
Deletion for non-payment	August 10; 5pm
Labor Day holiday (College closed)	September 5
Checks mailed to students with financial aid funds remaining in accounts	October 14 & 28
Deadline for graduation applications	October 28
Thanksgiving holiday (College closed)	November 24-27
Fall grades submitted	December 8
Christmas/New Year holidays (College closed)	December 17-31; January 1

General Deadlines – Spring 2012	
Registration begins for Spring 2012	November 7
Financial aid available for tuition payment and Book Inn purchases	December 10-March 3
Registration, Cherokee County Campus	December 13; 9am-6pm
Registration, Union County Advanced Technology Center	December 14; 9am-1pm
Registration, Central Campus (for times, see www.sccsc.edu/calendar)	January 3- 6
Registration, Tyger River Campus	January 3; 9am-7pm
Deletion for non-payment	January 4; 5 pm
Martin Luther King Jr. holiday (College closed)	January 16
Checks mailed to students with financial aid funds remaining in accounts	March 8 & 23
Deadline for graduation applications (spring / summer 2012)	February 24
Spring break (no classes)	April 2-8
Spring grades submitted	April 30
Graduation	May 5

General Deadlines – Summer 2012	
Registration begins for Summer 2012	April 2
Registration, Union County Advanced Technology Center	May 1; 9am-1pm
Financial aid available for tuition payment and Book Inn purchases	May 5-June 17
Registration, Cherokee County Campus	May 7; 9am-6pm
Registration, Central Campus (for times, see www.sccsc.edu/calendar)	May 8-11
Registration, Tyger River Campus	May 8; 9am-7pm
Deletion for non-payment	May 9; 5pm
Memorial Day holiday (College closed)	May 28
Checks mailed to students with financial aid funds remaining in accounts	June 22
Deadline for graduation applications	June 1
Independence Day (College closed)	July 4
Summer grades submitted	July 20

* The above calendar is an abbreviated version of the full academic calendar for 2011-2012, which can be found in the *SCC Enrollment & Registration Guide*. Copies of this publication can be found in the SCC Admissions Center and as well as on the SCC website at www.sccsc.edu/resources/publications.aspx.

These dates are subject to change in the case of extenuating circumstances, such as inclement weather. Please check the SCC website at www.sccsc.edu/academics for updates to the academic calendar.

An Introduction to the College

Spartanburg Community College Administration

Dr. Para M. Jones ..... President
Henry C. Giles ..... Executive Vice President
Dr. Cheryl A. Cox ..... Vice President of Academic Affairs
Dr. Patricia P. Abell ..... Vice President of Planning and Information Resources
Ronald Jackson ..... Vice President of Student Affairs
P. Mike Forrester ..... Director of Economic Development
Interim Director Corporate & Community Education
Daryl Smith ..... Executive Director, SCC Cherokee County Campus
Lynn F. Dale ..... Executive Director, SCC Tyger River Campus
Kathy Jo Lancaster ..... Interim Director, Union County Advanced Technology Center
Samuel S. Hook ..... Executive Director of Advancement and SCC Foundation

Spartanburg County Commission for Technical and Community Education

Bart C. Winkler ..... School District No. 1
Vacant (at press time) ..... School District No. 2
Danny T. Phillips ..... School District No. 3
F. Gary Towery, Chairman ..... School District No. 4
W. Bruce Johnson, Vice Chairman ..... School District No. 5
William G. Sarratt ..... School District No. 6
Anthony D. Bell ..... School District No. 7
Vacant (at press time) ..... Cherokee County
Stanley O. Vanderford, Secretary ..... Union County
James M. Folk ..... Member at Large
DeLoris H. Oliver ..... Member at Large

Ex Officio

Dr. Scott Turner ..... Superintendent, School District No. 5
Whit Kennedy ..... Chairman, Spartanburg County Planning Commission

S.C. State Board for Technical and Comprehensive Education

Dan P. Gray ..... 1st Congressional District
W.M. Brantley Harvey ..... 2nd Congressional District
Bettis C. Rainsford ..... 3rd Congressional District
Tammy C. Devine ..... 4th Congressional District
Ralph A. Odom, Jr. ..... 5th Congressional District
Joe W. Pearce, Jr. ..... 6th Congressional District
Robert E. Barnett, Vice Chair ..... Member at Large
Montez C. Martin, Chair ..... Member at Large
Bruce H. Ellis ..... Member at Large
Guerry E. Green ..... Member at Large

Ex Officio

Dr. Mick Zais ..... State Superintendent of Education, State Department of Education
Robert M. Hitt, III ..... Secretary of Commerce, S.C. Department of Commerce
Dr. Darrel Staat ..... System President, South Carolina Technical College System

Accreditations

Spartanburg Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Spartanburg Community College.

The College offers programs accredited by the following:

- Accrediting Commission of the American Culinary Federation Foundation (ACF)
- American Society of Health-System Pharmacists (ASHP)
- Association of Collegiate Business Schools and Programs (ACBSP)
- Commission on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road, Bedford, TX 7601, www.coarc.com
- Commission on Accreditation of Allied Health Education Programs (CAAHEP), 35 East Wacker Drive, Suite 1970, Chicago, IL 60601, (312) 553-9355 (Note: Includes the Accreditation Review Committee on Education in Technology and the American Association of Medical Assistants)
- Commission on Dental Accreditation, American Dental Association (CODA)
- Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3812, (312) 704-5300, e-mail: mail @jrcert.org
- National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, Illinois 60018, (773) 714-8880, www.naacls.org
- National Association for the Education of Young Children (NAEYC), 1313 L Street NW, Washington, D.C., 20005, www.naeyc.org
- National Automotive Technicians Education Foundation (NATEF) - Automotive Service Excellence
- National Institute for Metalworking Skills (NIMS), 10565 Fairfax Boulevard, Suite 203, Fairfax, VA 22030, (703) 352-4971
- National League for Nursing Accrediting Commission (NLNAC), 3343 Peachtree NE, Suite 500, Atlanta, GA 30326, (404) 975-5000, Fax (404) 975-5020, www.nlnac.org
- South Carolina Department of Labor, Licensing and Regulation Board of Nursing (This board is a certifying board for approval of offering the program. It is not an accrediting agency.)
- Technology Accreditation Committee of the Accreditation Board for Engineering Technology (TAC of ABET), 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, (410) 347-7700

College Vision

To change the lives and build the futures of our students and to be a catalyst for economic development through innovation, collaboration and excellence in educational programs and services.

College Mission

Spartanburg Community College (SCC) provides affordable access to high-quality technical, transfer and life-long professional and personal development programs in a teaching and learning environment that prepares students for success. The College is a key community partner in advancing the Upstate's economy.

College Role and Scope

Spartanburg Community College (SCC) is a public, two-year, multi-site, suburban college serving the citizens and communities of Cherokee, Spartanburg and Union Counties of South Carolina. SCC implements its mission through programs, services and partnerships that include:

College Credit Programs

SCC serves 7,000 to 10,000 credit students annually through classroom, hybrid and e-learning courses leading to associate degrees, diplomas and certificates designed for direct job placement, as well as associate degrees designed for transfer to four-year colleges and universities.

Corporate and Community Education Programs
SCC delivers catalog and customized short-term courses to approximately 5,000 students annually. The college also provides professional and career advancement programs and courses to business, industry, health care and government agencies. Non-credit courses for personal enrichment are also offered.

Student Development Programs and Services
SCC readies students unprepared for college courses to enter a program of study that builds academic skills and self-confidence. The college also offers a wide variety of student support services to nurture students' academic, personal and professional growth.

Economic Development Services
SCC proactively seeks to promote business growth in the service area through its Center for Business and Entrepreneurial Development.

College Values

Learning We believe in the worth of individuals and their potential for growth and development. We encourage students to reach their highest potential by helping them acquire a strong work ethic and by promoting a desire for lifelong learning. We build a community of learners who are prepared for employment and/or further education.

Excellence We believe in the quality of our teaching and learning. We are innovative and continuously search for ways to improve our programs, services, and operations. We develop the professional potential of faculty and staff so that we uphold high academic and customer service standards. We recognize merit in both students and employees.

Diversity We believe in the necessity of access to programs and services for the diverse populations we serve. We appreciate their perspectives and experiences. We encourage each person to learn at the highest levels of achievement through a variety of programs in a variety of formats. We practice teamwork and effective communication while maintaining a climate of mutual trust, and respect and fairness.

Partnerships We believe in the strength of community. We instill a sense of college pride in students. We build strong alliances with other educational institutions, employers, organizations and communities to enhance opportunities for our students and to improve the quality of life. We participate in the community's growth and development, and encourage faculty and staff to serve as leaders and role models.

Accountability We believe in the power of responsibility. We stress students' active role in their own learning, growth and development. We give employees responsibility for job performance. We strive to be cost effective and efficient in providing quality education and services to our students and communities. We actively seek additional resources to meet student and community needs.

Approved by the Spartanburg County Commission for Technical and Community Education on March 15, 2010.
Approved by the South Carolina Commission for Higher Education on May 12, 2010.

Student Outcomes

When students graduate from Spartanburg Community College, they must possess the knowledge, skills, and attitudes necessary to successfully secure a job or pursue a career. At a level appropriate to his or her area of study, every graduate of an associate degree program at the College will be able to demonstrate

1. rationality, logic, and coherence, through critical thinking;
2. their ability to express themselves effectively in written and oral communication;
3. their ability to express themselves effectively in quantitative and qualitative terms;
4. their knowledge of the value and significance of diverse cultures;
5. their knowledge of global, political, social, economic, and historical perspectives; and
6. their ability to access, retrieve, synthesize, and evaluate information.

Additionally, graduates will demonstrate student learning outcomes specific to their program of study.

SCC Historical Overview

By an act of the South Carolina Legislature in May 1961, an extensive statewide program of technical training was initiated through the establishment of regional Technical Education Centers to aid in the economic development of the state.

In November 1961, Spartanburg County received approval to provide a technical education center for the citizens in its region. The Spartanburg County Commission for Technical Training was formed to guide the development of the new center.

By May 1963, the center occupied its first building at the present site of the Spartanburg Community College central campus. One hundred and fifty students enrolled in nine industrial and engineering technology training programs and an extension course in supervisory development in the fall term, 1963.

From 1963 through 1973 Spartanburg County Technical Education Center experienced rapid growth. Enrollment in academic programs for the 1973 fall term reached 1,342, which included new programs in business, engineering technology and health sciences. Seven of the programs started in the mid-sixties were discontinued by 1973 in response to changing economic development needs.

During this first decade, the center received accreditation by the Southern Association of Colleges and Schools. Also, a second classroom and laboratory building was constructed. The East and West buildings represented a significant core for future expansion.

In 1974, recognizing the institution's broadening scope and depth of academic program offerings, the Center officially became Spartanburg Technical College.

From 1974 through 1984 the College experienced steady growth in enrollment and a period of dynamic change. By the 1984 fall term, enrollment was 1,653. Many new academic programs were added to the curriculum during this second decade and the names and content of some programs were updated to reflect changes in technology. By 1984 the College offered over 40 associate degree and diploma programs. Custom-designed training provided through the College's Continuing Education Division received increased emphasis during this period.

In fall 1980 construction of two additional buildings was completed. The 32,000 square-foot Tracy J. Gaines Learning Resource Center housed the library, media center, bookstore, shipping and receiving, several classrooms, conference rooms, and a 300-seat auditorium. The 20,000 square-foot Industrial Training Facility housed the College's welding and Ford ASSET programs. In 1983 the College purchased a building from Lockwood-Greene Engineers, Inc., and named it the James P. Ledbetter, Jr. Administration Building. By the end of the second decade, the College had acquired a total of 104-acres of land off Interstate Highway 85, and grown to a 264,201 square-foot complex.

The STC Foundation was established in 1983 to provide support for the advancement of the College's mission and to provide funds for student scholarships, faculty and staff development, curriculum upgrades, capital improvements and other institutional advancement requirements. Additional support is provided to the College through equipment loans, gifts of supplies, and in-kind services. The Foundation owns and develops real property in support of campus growth. The SCC Foundation also supports the College with over 30 endowed scholarships.

During the period 1985 through 1995, the College experienced tremendous enrollment growth, with the 1995 fall term reaching over 2,500 students. Academic programs have been consistently reviewed, upgraded, and modernized to reflect current technologies. Developing improved and new partnerships highlighted the

SCC Historical Overview continued ...

third decade. Responding to the governor's 1988 Initiative for Work Force Excellence, Spartanburg Technical College developed the largest workplace basic skills training program in the state.

In fall 1990 the College launched a new University Transfer Program through the establishment of associate degree programs in arts and sciences. This addition to the traditional technical curriculum significantly broadened the College's educational mission. Spartanburg Technical College linked with the Internet in 1994, giving the College direct access to the World Wide Web.

In 1995, SCC began offering courses via distance education to provide flexible educational opportunities to students who prefer to take courses off-campus either through video-based or interactive two-way video.

In fall 1997, the College opened a new satellite location, the Duncan Center, located off Highway 290 at Commerce Park in western Spartanburg County. Designed to offer both curriculum and continuing education classes to individuals and business/industry in the area, the Duncan Center offered evening courses to accommodate busy work schedules. In September 1999, the Duncan Center was dedicated and renamed the Spartanburg Technical College BMW Center.

In 1999, the administrative building boardroom was named the Dr. Benjamin D. Snoddy Conference Room in appreciation of Dr. Snoddy's service to the College. On September 15, 1999, the College broke ground for a new, state-of-the-art health sciences facility, the first construction project at the College in more than 20 years. The Health Sciences Building was completed and open for classes summer 2001. The 70,000 square-foot facility houses classrooms, labs and faculty offices for all health-related programs at STC and will allow for expansion of current programs and development of new offerings.

In 2001, the STC distance learning department offered its first two online courses. Experiencing tremendous growth and success, today SCC*Online* offers over 85 online courses each semester, representing many different academic areas, and several online degrees including the associate in arts, management and interpreter training degrees.

STC broke ground for the new student services facility on August 9, 2001, with a dedication ceremony and open house being held on October 30, 2003. The new 60,000 square-foot facility, named The Dan L. Terhune Student Services Building in honor of STC's president, consolidates all student services in one location. Administrative offices are also located within the building. Renovation to the East Building also began at this time, which includes a 10,000 square-foot addition that houses the Rita Allison Tutorial Learning Center and the Academic Advising Center.

In fall 2004, STC welcomed the Associate Degree in Nursing (ADN) Program to meet the growing health care needs of the service area.

With the support of Cherokee County businesses, industries and government agencies, the College began development of a 60-acre campus in Cherokee County in fall 2004. To date, the campus continues to grow and expand, offering the citizens of Cherokee and surrounding counties the opportunity to pursue education and training close to home. The campus includes the following facilities: a 20,000 square-foot academic building which opened in fall 2007; the SCC Foundation's Cherokee Business Training Center, a 14,000 square-foot facility which opened in April 2007 and includes classrooms and a manufacturing training area; and the Freightliner Service and Training Facility, which opened in July 2006.

In November 2005, the College purchased a 360,000 square-foot building on 50-acres of land in Duncan adjacent to the College's BMW Center in a continued effort to offer expanded services to residents and students living in western Spartanburg County. The new facility houses the College's Accelerated Business Center and Small Business Incubator and expands the College's offerings of academic and continuing education classes to the community. In January 2006, the College's west-side facilities were named the Tyger River Campus.

The College broke ground for the academic library building in March 2006 and the new facility - the Library Learning Resource Center - was opened in January 2007. The 43,000 square-foot library offers an expanded book collection, more Internet capabilities and the Cuppa Cabeana coffee bar, offering coffee, tea, sandwiches and snacks and operated by students in the College's business programs. The second floor of the Library houses the humanities and languages department, with classrooms, seminar rooms, labs and faculty office.

In August 2006, Spartanburg Technical College became South Carolina's first community college when it was renamed Spartanburg Community College (SCC). The change came after a unanimous vote by members of the Spartanburg County Commission for Technical Education in response to a resolution by the Spartanburg

SCC Historical Overview continued ...

County Legislative Delegation in support of renaming the institution to better reflect the College's mission. By embracing the community college brand, the College's mission will be more clearly communicated; improve economic opportunities for SCC students and graduates; and positively impact SCC's role in economic development in the Upstate.

In October 2006, the SCC Foundation dedicated the Sallie Barre James Plant Zoo in memory of Sallie Barre James, a dedicated advocate of the SCC Foundation and the mission of the College. In honor of her dedication and passion for the College and animal welfare, the SCC horticulture department designed and constructed the Plant Zoo, a garden featuring plants whose names include references to various animals.

The College's newest ornamental garden, the SCC Foundation's Garden Railroad, was dedicated in May 2007 on the central campus and is the first of its kind associated with a college campus. Located adjacent to the College's Alumni Amphitheater just outside the Library Learning Resource Center, the Garden Railroad was first started by the SCC's horticulture department as a learning opportunity for horticulture students and is a gift to the entire community because of miniature replicas of historical Spartanburg landmarks featured throughout the garden.

In September 2007 SCC announced a new collaborative agreement with the Clemson University International Center for Automotive Research (CU-ICAR) Partnership Office that will offer potential economic benefit to residents of Spartanburg County. SCC will collaborate with the CU-ICAR Partnership Office through the College's Accelerated Business Center/Small Business Incubator on SCC's Tyger River Campus in Duncan to give companies and entrepreneurs the space to take business innovations to the manufacturing phase and then to the marketplace.

In August 2008 the College unveiled a new kitchen on the central campus offering culinary arts students expanded opportunities for hands-on learning with the latest technology. Located in renovated portions of the East Building, the new facility includes a state-of-the-art teaching kitchen; wireless, smart classrooms; and a unique dining area featuring a television which broadcast students preparing entrees in the nearby kitchen. The additional space will allow for program expansion with plans to begin offering the program's popular buffets to the public by reservation.

Fall semester 2008 brought the launch of a new mechatronics curriculum through TechReadySC™, a collaboration of five Upstate South Carolina technical and community colleges and the South Carolina Technical College System office supported by a grant from AdvanceSC. This collaborative project represents the critical initiative to create a ready pool of technicians with mechatronics and maintenance skills needed to work in advanced manufacturing.

SCC received a $300,000 start-up grant from the Wal-Mart Foundation in October 2008 to implement Gateway to College, a national dropout recovery program originally developed by Portland Community College in Oregon. SCC will enroll students in the Gateway to College program in fall 2009.

In February 2009, Jeffereys Manufacturing Solutions opened a Southeast region showroom at SCC's Tyger River Campus. The 10,000 sq. ft. space features vertical and horizontal machining centers produced by OKK USA Corporation of Japan, which provides SCC students with hands-on training on OKK products.

The Dobson Commissioners' Dining Room in the Dan Lee Terhune Student Services Building was dedicated to Hubert C. Dobson in May 2009 in honor of his service and leadership during his 13 years on the Spartanburg County Commission for Technical and Community Education.

Dr. Dan L. Terhune ended 13 years of service as the College president on October 5, 2009, when Dr. Para M. Jones became SCC's fifth president and the first woman to lead SCC.

The Union County Advanced Technology Center and SCC's QuickJobs Development Center opened in February 2010 to support technical job training in Union County. In May 2010, the Center began offering traditional academic classes along with the continuing education classes.

In June 2010, SCC partnered with Sherman College of Chiropractic to launch the Pre-Chiropractic Institute, which provides SCC students the opportunity to earn an Associate of Science Degree with Pre-Chiropractic Electives and a Pre-Chiropractic Certificate, and then seamlessly transfer to Sherman College to complete a Doctor of Chiropractic degree.

In July 2010, the Spartanburg County Commission for Technical and Community Education voted to purchase the historic Evans Building from Spartanburg County as the site of SCC's future Downtown Campus. The College received final approval from the South Carolina State Budget and Control Board in December

SCC Historical Overview continued ...

2010 for this purchase from Spartanburg County. In exchange, the College transferred ownership of the Dent Building to the County, which is the current site of County administrative offices. SCC expects to open the new campus in fall 2013. Funds for renovation, equipment and furnishings will be raised through public and private fundraising efforts as well as federal grants and financing opportunities. Plans for SCC's Downtown Campus began in 2009 in an effort to:

- Develop an educational hub for those who live, work and play in downtown Spartanburg,
- Respond to Spartanburg County's 40/30 Challenge to increase higher education attainment of citizens of all ages, and
- Create a Workforce Development Center to meet the needs of underemployed and unemployed citizens in the downtown area.

Located on South Dean Street in downtown Spartanburg, the 110,000 square-foot, three-story Evans Building is the ideal site for the new campus, given its square footage and central location in a thriving and growing downtown, all of which will provide access to an underserved population. Because the Evans Building was the center of Spartanburg's educational system for more than 50 years, this purchase returns the facility to its original educational roots. Built in 1921, it was the Frank Evans High School from 1922-1933, Spartanburg High School from 1933-1959, and last used for educational purposes. The Evans Building was Evans Junior High School from 1959-1978, when it was sold to the County.

As a part of the SC State Technical College System's "SC Reach For Success" initiative in early fall 2010, SCC received and implemented a US Department of Commerce – National Telecommunications and Information Administration Broadband Stimulus Grant of $363,955 to establish Public Computer Centers (PCC) at each SCC campus in Spartanburg, Cherokee and Union counties. The computer centers provide free, onsite wireless Internet use and netbook computers, which are available for free checkout by students, faculty, staff and local residents. Along with SCC, the SC State Technical College System set up a statewide network of PCC's with other partnering technical colleges across the state in service areas that include rural and underserved populations.

SCC honored Senator Harvey S. Peeler, Jr. on Wednesday, September 29 for his support of Spartanburg Community College's Cherokee County Campus at a naming dedication of the Harvey S. Peeler, Jr. Academic Building. A native of Cherokee County, Senator Peeler was instrumental in establishing the SCC Cherokee County Campus. The dedication honors the Senator's unwavering commitment to education and the economic development of his Upstate community over the years, as well as his many contributions to the state of S.C. throughout his tenure.

On October 26, 2010, officials from SCC, USC Upstate and Spartanburg Methodist College signed a joint resolution solidifying the University's Upstate Direct Connect© partnership, an exclusive opportunity for two-year colleges that guarantees admission to USC Upstate for any student who graduates with an Associate of Arts, Associate of Sciences or select Associate of Applied Science degree. Not only does this partnership offer students an opportunity to earn a baccalaureate degree in an affordable, seamless and convenient way, but it also reflects the value of the College Town brand and each of the institution's commitment to the community's 40/30 goal of increasing postsecondary education attainment to 40 percent of our population by 2030.

In October 2010, SCC and Clemson University signed an articulation agreement that offers students in SCC's Early Childhood Development Program the opportunity for a seamless transfer to Clemson University's College of Education to pursue a bachelor's degree in Early Childhood Education. SCC is one of four Southern Association of Colleges and Schools and NAEYC accredited programs in the Upstate to participate in this new articulation, which also includes Greenville Technical College, Piedmont Technical College and Tri-County Technical College.

Spartanburg Community College was named one of the fastest-growing colleges in the nation, according to the December issue of Community College Week. Based on data from the U.S. Department of Education, SCC's enrollment grew from 4,701 to 5,713 students from fall 2008 to fall 2009. The College's enrollment increase of 22 percent earned it the honor of 15th fastest growing among approximately 249 community colleges in the nation with enrollments ranging from 5,000 to 9,999.

For the second year in a row, SCC was named a Military Friendly School for 2011 by G.I. Jobs magazine, February 2011 issue. This honor is based on research, survey results and other data that ranks SCC in the top 15 percent of all colleges, universities and trade schools nationwide committed to recruiting military students.

SCC Historical Overview continued ...

Spartanburg County Commission for Technical Education Chairpersons

Tracy J. Gaines	1961-1969
James P. Ledbetter, Jr.	1969-1983
Charles R. Sanders	1983-1993
Benjamin D. Snoddy	1993-2001
Hubert C. Dobson	2001-2005

Spartanburg County Commission for Technical and Community Education Chairpersons

James M. Folk	2005-2007
Gary Towery	2007-present

Spartanburg Technical Education Center Directors

P. Dan Hull	1961-1970
Joe D. Gault	1970-1974

Spartanburg Technical College Presidents

Joe D. Gault	1974-1985
Dr. Jack A. Powers	1985-1996

Spartanburg Community College Presidents

Dr. Dan L. Terhune	1996-2009
Dr. Para M. Jones	2009-present

The Corporate & Community Education Division

The Corporate & Community Education Division at Spartanburg Community College provides training to adult citizens of Spartanburg, Cherokee and Union counties in South Carolina to advance and support the economic development of the area. Training is available to citizens 17 years of age and older. Nationally recognized Continuing Education Units (CEU's) are granted to students who successfully complete occupational development courses.

Training is provided to meet various customer needs:

- Occupational Advancement
- Customized Training for Business and Industry
- New Employment and Dislocated Worker Training
- Certification Review
- Personal Development and Enrichment
- Assessment and High Stakes Certification Testing

Student learning is the focus of the Corporate & Community Education Division. Multiple instructional modes are provided for students to maximize learning. Student goal achievement is measured through student evaluation or competency assessment.

The Spartanburg Community College Foundation

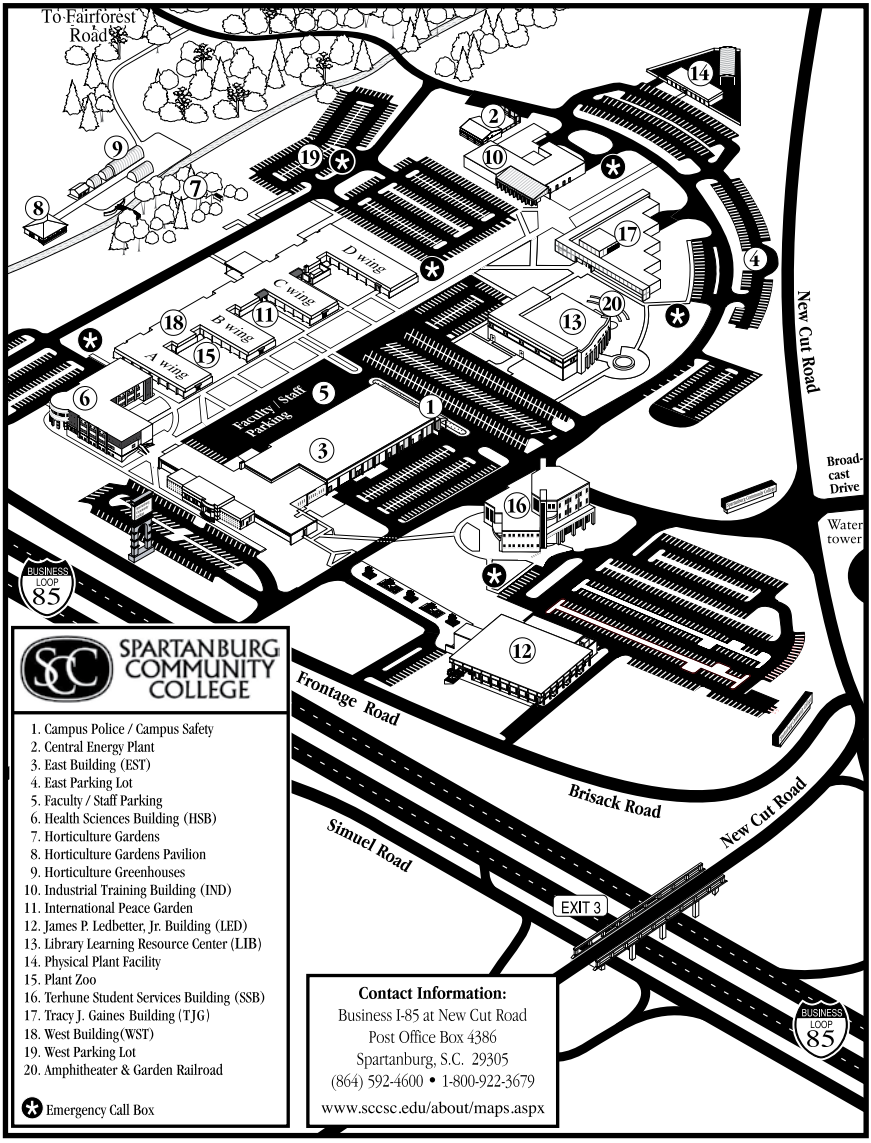
The Spartanburg Community College Foundation's purpose is to provide support for the advancement of the College's mission. The SCC Foundation provides funds for student scholarships, faculty and staff development, curriculum upgrades and capital improvements. The Foundation also provides real property in support of campus growth.

As a 501(c)(3) tax-exempt organization, the SCC Foundation seeks and accepts gifts and contributions to support the College's mission. The Foundation is home to the SCC Alumni Association which actively connects SCC graduates to their alma mater.

SPARTANBURG COMMUNITY COLLEGE

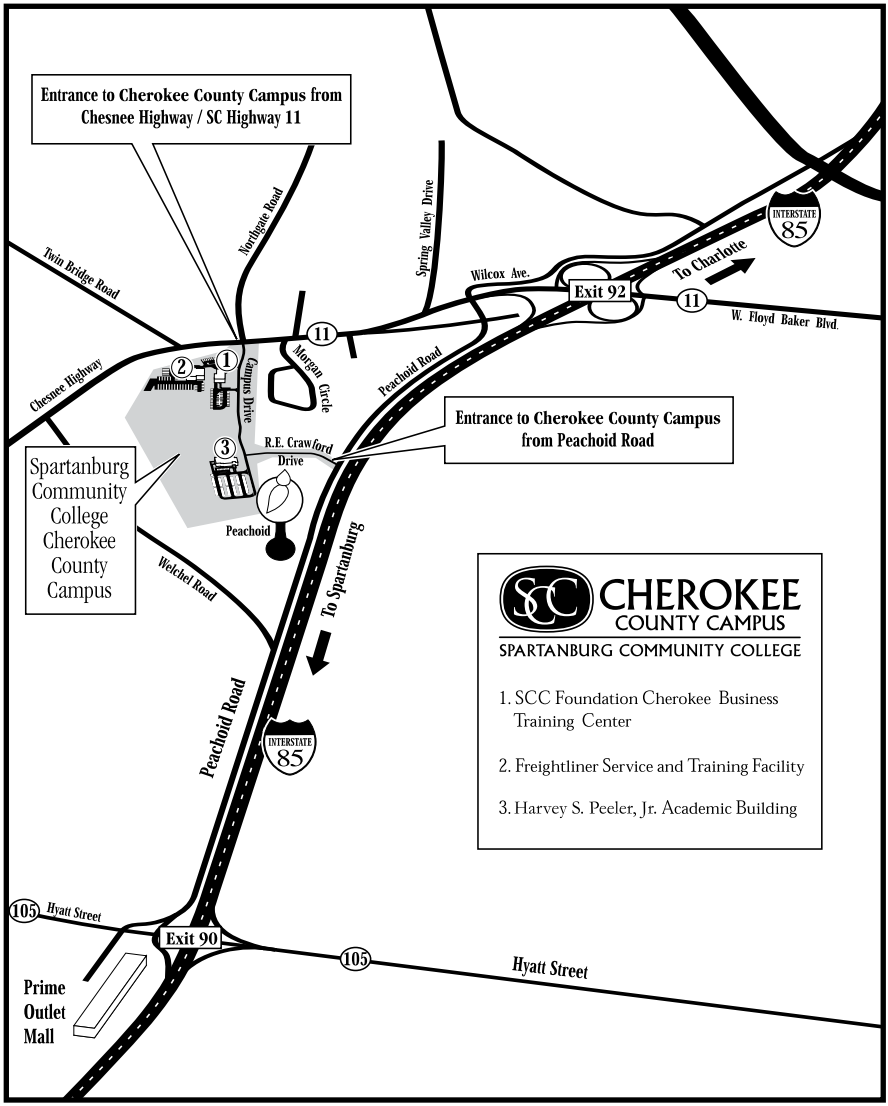
SCC Central Campus

Business Interstate 85 at New Cut Road • Post Office Box 4386
Spartanburg, S.C. 29305
(864) 592-4800 • (866) 591-3700
www.sccsc.edu/studentlife/locations/scc



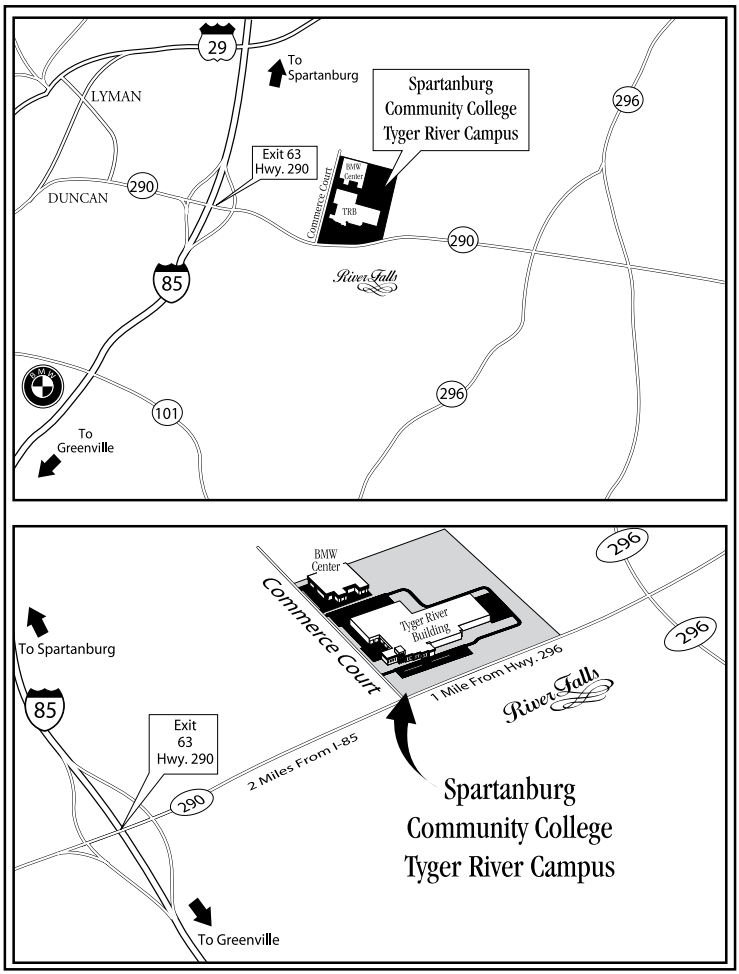
CHEROKEE COUNTY CAMPUS
SPARTANBURG COMMUNITY COLLEGE

523 Chesnee Highway (Highway 11)
Gaffney, S.C. 29341
(864) 206-2700 or (800) 922-3679
www.sccsc.edu/studentlife/locations/ccc



SPARTANBURG COMMUNITY COLLEGE
TYGER RIVER CAMPUS

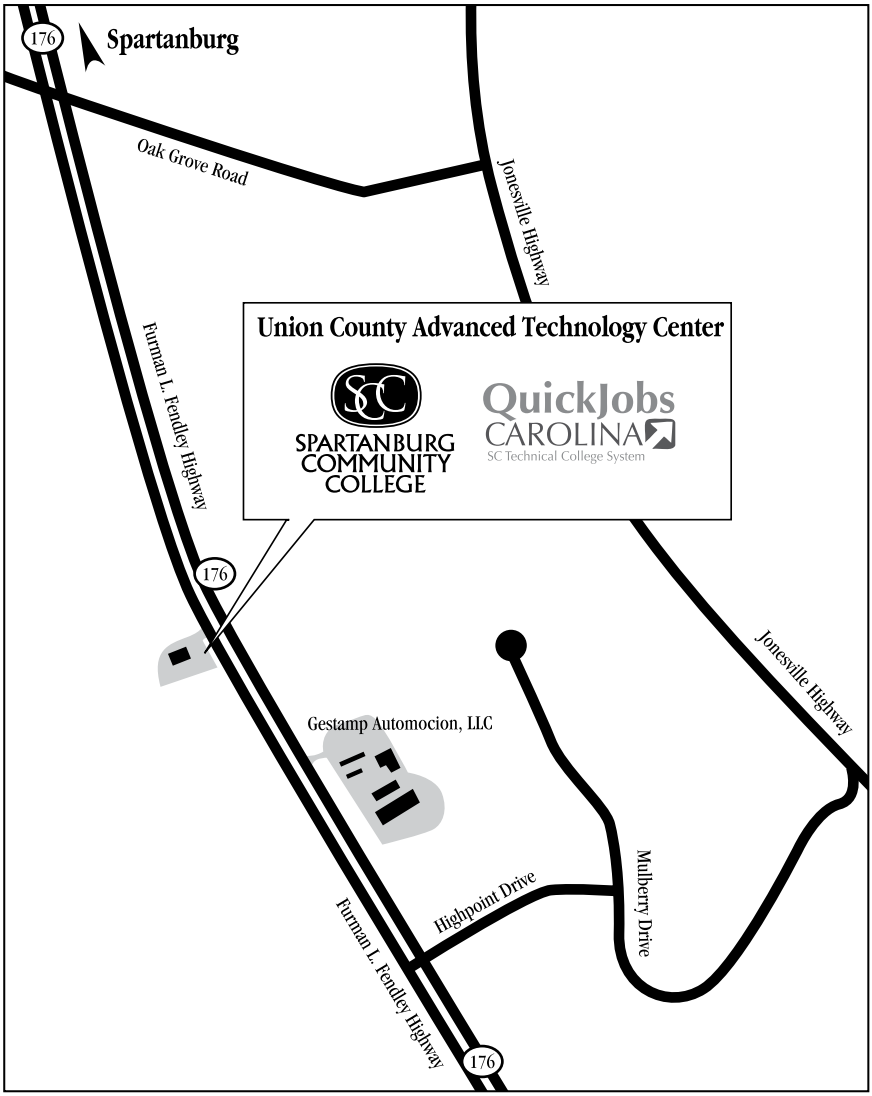
1875 East Main Street (Highway 290)
Duncan, S.C. 29334
Tyger River Campus – (864) 592-6200
SCC Central Campus– (864) 592-4600
SCC Corporate & Community Education Division – (864) 592-4900
www.sccsc.edu/studentlife/locations/trc



SPARTANBURG COMMUNITY COLLEGE

Union County Advanced Technology Center

1401 Furman L. Fendley Highway
Union, S.C. 29379
(864) 466-1060
www.sccsc.edu/studentlife/locations/union



Notes

Admissions & Financial Aid

Admissions Policies

Spartanburg Community College is an "open door" institution serving the educational needs of all who can benefit from its courses and programs. Open door admission is a practice that admits all citizens who can benefit from available learning opportunities. It places into specific programs of study those students whose potential for success is commensurate with expected standards of performance. Consistent with statutory requirements and existing policies, SCC makes every effort to minimize geographic, financial and scholastic barriers to the kinds of postsecondary programs and services offered by the College.

Admission to specific programs requires that applicants have appropriate educational preparation as measured by skills assessment scores and/or prerequisite courses. When scores indicate that an applicant is not prepared to enter a particular program, he or she will be offered the appropriate course or courses to provide the needed preparation. This preparation may include referral to other schools or agencies to meet specific needs. Information on skills assessment score requirements, including those unique to each of the College's divisions, is available in the admissions center. Required preparatory course work may extend the length of time necessary for program completion.

SCC is required to validate an applicant's lawful presence in the United States as defined by the S.C. Code of Laws Section 59-103-5. The College will verify lawful presence at the time of application to the College and will verify any alien's immigration status with the federal government pursuant to 8 USC Section 1373(c). An alien unlawfully present in the United States is not eligible to attend a public institution of higher learning in this State.

All documents submitted become the permanent property of Spartanburg Community College.

Application Deadline

Because the demand for some programs of study exceeds the number of openings, students should apply for admission as early as possible. To assure proper processing of application and registration materials and to allow for counseling, advising and orientation, applicants should apply at least four weeks prior to registration.

Regular Admission Requirements

All prospective students applying for admission into a curriculum program at SCC must:

- Complete and submit a SCC Application for Admission (students re-entering after one year must submit a new application), and
- Be 18 years of age or older, and
- Have earned a high school diploma or a GED and provide an official high school transcript that shows a graduation date or provide official GED scores. Applicants who have earned an associate degree or higher from an accredited institution are not required to verify high school graduation or the equivalent provided they submit an official college transcript verifying the highest degree earned. Applicants for health and human services programs must submit either a high school or college transcript to verify completion of prerequisite courses (refer to health and human services division special admission procedures, pages 90-93), and
- Complete the ASSET or COMPASS skills assessment. SAT or ACT scores that meet the minimum college requirement are accepted in lieu of skills assessment. Applicants with previous college credit (including credit from SCC) may exempt all or a portion of ASSET or COMPASS. To exempt

the writing skills, reading skills or numerical skills portion, the student must have earned credit from an accredited postsecondary institution that includes courses in college-level English, reading or reading-based courses or math with grades of "C" or better. To exempt the algebra skills portion of ASSET or COMPASS, the student must have earned a grade of "C" or higher in an algebra course at an accredited postsecondary institution, and

- Request an official copy of all transcripts be sent to SCC from other colleges or universities attended, and
- Meet with an admissions counselor prior to official acceptance to the College to review the results of the skills assessment and to discuss campus resources and services.

Any exception for admission must be approved by the SCC vice president of student affairs.

Readmission Requirements

Students who are not enrolled at SCC for three consecutive semesters (including summer) and who wish to re-enroll must reapply for admission. Students who want to reapply to the same program must re-enter under the current program guidelines. These guidelines may affect the applicability of completed credit hours for the program and the total credit hours needed for program completion.

Students who have attended another institution during the interim must have an official transcript sent to the admissions center. Individuals with financial obligations to the College must resolve these obligations before they will be allowed to register for classes.

Change in Program of Study

SCC students who want to enroll in a new program of study must complete a SCC Request for Program Change form indicating the new program of study.

Residency

For tuition and fee purposes, a resident student is one who has abandoned all prior residences and has been residing in South Carolina for at least 12 months immediately preceding the first day of classes of the semester for which resident status is sought.

The initial determination of residency status is made at the time of admission. The determination made at that time, and any determination made thereafter prevails for each subsequent semester until the determination is successfully appealed. The burden of proof resides with the student to show evidence as deemed necessary to establish residency status. Appeals and all supporting documentation must be received at least one week prior to the first day of class of the semester for which payment of in-state fees is requested. Inquiries about residency requirements and determinations should be directed to the admissions coordinator. International students are not considered residents of the State until they gain permanent resident status from the Department of Homeland Security.

Students who have not resided in South Carolina for at least 12 months prior to enrolling in classes will be required to pay out-of-state or out-of-country tuition. Persons in the following categories may qualify to pay in-state fees without having to establish a permanent home in the State for 12 months. Persons who qualify under any of these categories must meet the conditions of the specific category on or before the first day of classes of the semester for which payment of in-state fees is requested:

Military Personnel and their Dependents

Members of the United States Armed Forces (and their dependents) who are stationed in South Carolina on active duty may be considered eligible to pay in-state fees. Armed forces shall mean federal military personnel in the United States Air Force, Army, Marine Corps, Navy and Coast Guard. When such personnel are ordered away from the state, their dependents may continue to pay in-state fees for an additional 12 months. Such persons (and their dependents) may also be eligible to pay in-state fees for a period of 12 months after their discharge from the military, provided they have demonstrated an intent to establish a permanent home in South Carolina, and they have resided in South Carolina for a period of at least 12 months immediately preceding their discharge. Military personnel who are not stationed in South Carolina and/or former military personnel who intend to establish South Carolina residency must fulfill the 12 month physical presence requirement for them or their dependents to qualify to pay in-state fees. To establish South Carolina resident status, such persons must establish residence in accordance with the regulations.

Faculty and Administrative Employees and their Dependent Children and Spouses

Full-time faculty and administrative employees of South Carolina state-supported college and universities are eligible to pay in-state fees. Dependents of such persons are also eligible.

Residents with Full-Time Employment and their Dependents

Persons who reside, are domiciled and are employed full-time in South Carolina and will continue to work full-time until they meet the 12-month requirement are eligible to pay in-state fees, provided that they have taken the steps to establish a permanent home in the state. The dependents of such persons are also eligible.

Residents of North Carolina or Georgia with Full-Time Employment in South Carolina

Residents of North Carolina or Georgia who are employed full-time in South Carolina are eligible to pay in-state fees.

Retired Persons

Retired persons and their dependents who are receiving a pension or annuity and who reside in South Carolina and have been domiciled in South Carolina as prescribed in the statute for less than a year may be eligible for in-state rates if they maintain residence and domicile in this state.

Persons on terminal leave and their dependents who have established residency in South Carolina may be eligible for in-state rates even if domiciled in the state for less than one year, if they present documentary evidence from their employer showing they are on terminal leave. The evidence should show beginning and ending dates for the terminal leave period and that the person will receive a pension or annuity when he or she retires.

Special Admission Categories

Admission of Special Applicants Programs (ASAP)

Special Students

Applicants who are 18 years of age or older and wish to enroll in classes to improve their skills but do not wish to pursue a degree, diploma or certificate may enroll on a space available basis. ASAP students are not eligible for VA benefits or financial aid. ASAP students desiring to take technology courses may exempt skills assessment if approval is received from the department chair of the technology program in which the course belongs. ASAP applicants whose educational goal is to take a college transfer course for self-enrichment must complete the appropriate section of the skills assessment unless otherwise exempted. If the desired course has a prerequisite, the applicant must verify that the prerequisite has been met. ASAP students may complete up to 15 credit hours prior to completing regular admission requirements. If an ASAP student decides to enroll in a curriculum program, all regular admission requirements must be met.

Applicants whose educational goal is to transfer credit hours to another college or university should apply for regular admission to the College in the Associate of Arts or Associate of Science program.

Transient Students

Students enrolled at other colleges and who wish to take courses at SCC for the purpose of transferring the credit hours back to the home institution may do so by submitting a SCC Application for Admission. It is the responsibility of the student to determine if the courses at SCC will transfer to the home institution. If a transient permission form or a college transcript is not submitted, the applicant must take the appropriate section of the ASSET or COMPASS skills assessment. Transient students are not eligible for VA benefits or financial aid at SCC. Transient students should contact the financial aid and veterans affairs offices at the home institution.

Early Admission Programs

Best Start Program (BSP)

The Best Start Program (formerly the Dual Enrollment Program) is a dual credit program that provides eligible junior and senior high school students who are 16 years of age or older an opportunity to enroll in SCC courses prior to graduation from high school. Courses include general education and technical areas and may be applied toward many SCC programs of study. Dual credit courses are offered on the campuses of SCC and at participating high schools and career centers. Students receive dual credit on the SCC transcript. Completion of courses in the BSP technical programs does not constitute acceptance into a technical program or waiver of any regular admission requirement for later acceptance into a curriculum program.

All students applying for admission as a BSP student must:

- Complete and submit a Best Start Program Application and Permission Form and a Lottery Tuition Assistance FAFSA Waiver form, and
- Complete the ASSET or COMPASS skills assessment. SAT or ACT scores that meet the minimum college requirement are accepted in lieu of skills assessment.

Any exception for admission under an early admission program must be approved by the SCC vice president of student affairs.

High School Drop-out Prevention and Recovery Programs

Gateway to College / College LINK Program (Learning Institute for Navigating Knowledge)
Spartanburg Community College, in collaboration with Spartanburg County School Districts 1-7, offers two programs for youth (16-20 years old) who have dropped out or are at risk of dropping out of high school. These programs enable students to earn a high school diploma, awarded by a participating area high school, while achieving college success. Students earn both high school and college credit, up to and including an associate degree, diploma or certificate, awarded by Spartanburg Community College. All courses are college courses taught by college faculty on the central campus or Tyger River Campus. Students also receive comprehensive and individualized support services, including academic and career advising, to help ensure their success. Each program has unique eligibility requirements. Students must meet these requirements and live in a participating school district. For additional information, call (864) 592-4263.

Non-High School Graduates

Applicants who are at least 18 years of age but have not earned a high school diploma or a GED may apply for admission to selected industrial technology certificate programs only. Provisional acceptance into welding; machine tool technology or heating, ventilation, air conditioning and refrigeration technology will be contingent on approved placement or assessment scores and the referral of the student to a local adult education program. Enrollment will be based on concurrent and continuing participation in adult education . A GED or high school diploma must be obtained before a student can apply to graduate from a program.

Business Technology Division and Health and Human Services Division

Refer to pages 87-90 for detailed information on special admission procedures for these divisions.

International Students

Any applicant who requests a student visa, transfers from another college under a student visa or possesses a visa other than one approved by the College and the Student and Exchange Visitor Information System (SEVIS) is classified as an international student.

It is recommended that International students complete the regular admission requirements at least one semester prior to enrollment. In addition, international applicants must submit the following:

- An SCC Transfer Clearance Form if you are currently attending another college in the United States and wish to transfer to Spartanburg Community College
- An official English translation of secondary and postsecondary records and transcripts. All international transcripts must be evaluated by an approved evaluation service and sent directly to Spartanburg Community College.
- A score report from Test of English as a Foreign Language (TOEFL) with a minimum score of 500 (paper exam), 173 (computer exam), or 63 (internet exam).
- Original financial documentation as required by the U.S. government (certified or notarized bank letter on official bank stationary dated within the last three months in the amount of $18,938.00)
- Affidavit of Support (Form I-134)
- Completion of Immigration Fee Remittance Form I-901 and payment of SEVIS fee
- A tuition deposit to cover tuition and fee costs for 2 semesters

An I-20 will be completed and issued to the student by an admissions representative after the applicant completes the above requirements.

Senior Citizens

South Carolina residents who are 60 years of age or older and who are not employed full time may enroll tuition free on a space available basis. The student must meet applicable admission requirements and prerequisites and is responsible for the purchase of course materials, textbooks and supplies and other established fees.

Exemption Policy

The College requires that students must complete at least 25 percent of their core courses in their program of study through instruction offered by the College to receive a degree, diploma or certificate from Spartanburg Community College. Students may earn exemption credit for courses excluding this 25 percent requirement. The College grants exemption credit for program requirements on the following basis:

American Council on Education College Credit Recommendation Service

The College recognizes the American Council on Education College Credit Recommendation Service. The College will evaluate course work for exemption credit if the course content is comparable to the content of a program course or courses offered by the College. The student must present documentation of course completion through an American Council on Education approved agency before the College will evaluate the course work.

Advanced Placement (AP)

Students may receive exemption credit for AP courses completed at the secondary level. The College awards exemption credit for AP Examination scores of 3 or higher. The College must have on file an official copy of the AP Examination score report to award credit.

Articulation (Technical Advanced Placement, TAP)

Students may receive exemption credit for program requirements through the validation of competencies gained at secondary schools. Students seeking exemption credit through articulation should contact the secondary school department chair or counselor or the College program department chair. The program department chair must validate student competencies designated in articulation agreements between the College and secondary schools. Validation of student competencies may include written examinations or other assessment methods.

College Level Examination Program (CLEP)

Credit for subjects in which students are knowledgeable, but have no class standing, can be gained through successful completion of the College Level Examination Program (CLEP) tests. Spartanburg Community College does not administer CLEP exams but will accept scores of CLEP exams administered by other institutions if scores meet minimum standards. SCC does not give credit for CLEP general examinations.

Credit by Examination

Students may receive exemption credit for previous academic work or relevant work experience through formal written or practical examinations. Students may not attempt credit by examination for courses in which they have been previously enrolled (either for credit or audit) or in which they have previously attempted credit by examination. Students seeking exemption credit by examination should contact their program department chair to discuss eligibility. The program department chair will provide the proper authorization form and refer the student to the subject-area depart-

ment. The department chair of the area in which the student seeks credit will determine eligibility and schedule an exam date. After an exam date has been scheduled, the student should pay the appropriate fee at the SCC business office. The student must present the authorization form and the receipt to the subject-area department chair.

Experiential Learning

Students may receive exemption credit for knowledge acquired through work or other experiences external to academics. A student seeking credit for experiential learning should contact his/her program department chair who will determine the student's eligibility and provide the authorization form. The teaching faculty in the subject area in which credit is sought will determine the appropriate method of evaluation and the time frame for completion. The department chair determines the credit awarded through experiential learning. Methods may include a portfolio or other documentation of acquired knowledge. Once the evaluation has been scheduled, the students should pay the appropriate fee at the SCC business office. The authorization form and the receipt should be presented to the faculty providing the evaluation. Students may receive credit for a maximum of 25 percent of required program semester hours for experiential learning. Spartanburg Community College makes no distinction between traditional and non-traditional students in the admissions process. Therefore, applicants who meet all College admissions requirements will be eligible to apply for experiential learning credit. Students who have completed qualified courses in the College's Corporate & Community Education Division may apply for College credit through experiential learning. Students should contact the Corporate & Community Education Division for information and a list of qualified courses.

International Baccalaureate (IB) Credit

Students (who are first time freshmen) may receive SCC credit for scores of 4 or higher on selected international baccalaureate examinations. The amount of college credit awarded for an IB course will be equivalent to the credit hour value of the college course for which the IB credit is being accepted. The College must have on file an official copy of the IB examination score report in order to award credit.

Mixed Enrollment Courses

Spartanburg Community College may choose to enroll both credit and CCE students in the same course. Please contact the CCE office for additional information if you are enrolling in a credit course as a CCE student.

Service Members Opportunity Colleges (SOC)

Spartanburg Community College is a member of the Service Members Opportunity Colleges (SOC). Students having academic credit earned at other institutions while on active duty will have their credit evaluated on a case-by-case basis.

Professional Certifications

Students may receive exemption credit for professional certification. For each professional certification, the appropriate department chair will determine the SCC course equivalencies and corresponding certifications required for credit. The student should notify the department chair of the program to which the exemption credit is to be applied upon enrolling at SCC. The student must submit his or her original professional certification to the appropriate department chair. The department chair will complete the authorization form, attach a photocopy of the certification or credential and submit it to the records office.

Fees

No fee is charged to post credits to the transcript for advanced placement credit or credit earned through secondary articulation. Students attempting to earn credit through exemption exams or experiential learning must first be formally accepted by Spartanburg Community College and pay a fee of $50. Exceptions to this will be handled on a case-by-case basis. Students who have completed qualified corporate and community education courses at the College may apply for experiential learning credit and pay a $50 processing fee.

Transferring Credit Hours to SCC

Students who have earned credit hours from another postsecondary institution may have their transcripts evaluated for transfer credit. The following guidelines apply to awarding of transfer credit:

- An official transcript reflecting credit hours from the granting institution must be on file at SCC,
- Acceptance of transfer credit is determined by the registrar in cooperation with the appropriate department chair. SCC normally accepts transfer credit only from accredited colleges (for example, those colleges accredited by the Southern Association of Colleges and Schools or by any of the other parallel regional accrediting agencies). Exceptions are considered on a case-by-case basis,
- Students may receive transfer credit equivalent for no more than 75 percent of required credits in their program,
- Students must have earned a grade of "C" or higher in courses presented for transfer credit evaluation.

Statewide Agreement on Transfer and Articulation (Revised 10/2002)

Preface

On May 2, 1996 the Commission of Higher Education approved unanimously the statewide agreement on transfer and articulation. That policy follows this preface in the form of the Regulations and Procedures for Transfer. Minor changes have occurred in the document since its approval. These changes (e.g., the enhancement of the list of universally transferable courses at public institutions from 72 in 1996 to 74 in 1997 and 86 in 2002) are reflected in the document as it appears here.

The policy that was approved on May 2, 1996, also incorporated decisions made by the Commission in 1995 as part of the Commissions's implementation of the South Carolina School-to-Work Act. Although the text of the 1996 policy that follows makes reference to documents related to these decisions, these earlier documents have not been printed here since in some cases they are redundant and in other cases they were superseded by events or by the 1996 policy of the Commission. Copies of the documents approved in 1995 that were incorporated into the 1996 policy are, however, still available by contacting the Commission by mail, telephone, or fax at the address listed on the Home Page.

Regulations and Procedures for Transfer in Public Two-Year and Public Four-Year Institutions in South Carolina As Mandated by ACT 137 of 1995

Background

Section 10-C of the South Carolina School-to-Work Transition Act (1994) stipulates that the Council of College and University Presidents and the State Board for Technical and Comprehensive Educa-

tion operating through the Commission on Higher Education, will develop better articulation of associate and baccalaureate degree programs. To comply with this requirement, the Commission upon the advice of the Council of Presidents established a Transfer Articulation Policy Committee composed of four-year institutions' vice presidents for academic affairs and the associate director for instruction of the State Board for Technical and Comprehensive Education. The principal outcomes derived from the work of that committee and accepted by the Commission on Higher Education on July 6, 1995, were:

- An expanded list of 86 courses which will transfer to four-year public institutions of South Carolina from the two-year public institutions;
- A state-wide policy document on good practices in transfer to be followed by all public institutions of higher education in the State of South Carolina, which was accepted in principle by the Advisory Committee on Academic Programs and the Commission;
- Six task forces on statewide transfer agreements, each based in a discipline or broad area of the baccalaureate curriculum.

In 1995 the General Assembly passed Act 137 which stipulated further that the South Carolina Commission on Higher Education "notwithstanding any other provision of law to the contrary, will have the following additional duties and functions with regard to the various public institutions of higher education." These duties and responsibilities include the Commission's responsibility "to establish procedures for the transferability of courses at the undergraduate level between two-year and four-year institutions or schools." This same provision is repeated in the legislation developed from the report of the Joint Legislative Study Committee, which was formed by the General Assembly and signed by the Governor as Act 359 of 1996.

Act 137 directs the Commission to adopt procedures for the transfer of courses from all two-year public to all four-year public institutions of higher education in South Carolina. Proposed procedures are listed below. Unless otherwise stated, these procedures became effective immediately upon approval by the Commission and were to be fully implemented, unless otherwise stated, by September 1, 1997.

Statewide Articulation of 86 Courses

1. The Statewide Articulation Agreement of 86 courses approved by the South Carolina Commission on Higher Education for transfer from two-to four-year public institutions (See Appendix A) will be applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have synonymous courses to ones on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list. For more statewide articulation information, visit South Carolina Transfer and Articulation Center website at www.SCTRAC.org.

Admission Criteria, Course Grades, GPA's, Validations

2. All four-year public institutions shall issue annually in August, a transfer guide covering at least the following items:

A. The definition of a transfer student and requirements for admission to both the institution and, if more selective, requirements for admission to particular programs.

B. Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic coursework taken elsewhere, for coursework repeated due to failure, for coursework taken at another institution while the student is academically suspended at his/her home institution, and so forth.

C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.

D. Institutional procedures used to calculate students applicants' GPAs for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they will also describe whether all coursework taken prior to transfer or just coursework deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.
E. Lists of all courses accepted from each technical college (including the 86 courses in the Statewide Articulation Agreement) and the course equivalencies (including "free elective" category) found at the home institution for the courses accepted.
F. Lists of all articulation agreements with any public South Carolina two-year or other institution of higher education, together with information about how interested parties can access these agreements.
G. Lists of the institution's Transfer Officer(s) personnel together with telephone and fax numbers, office address and e-mail address.
H. Institutional policies related to "academic bankruptcy" (i.e. removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record.
I. "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.

3. Coursework (individual courses, transfer blocks, statewide agreements) covered within these procedures will be transferable if the student has completed the coursework with a "C" grade (2.0 on a 4.0 scale) or above, but transfer of grades does not relieve the student of the obligation to meet any GPA requirements or other admissions requirements of the institution or program to which application has been made.

A. Any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale will apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.
B. Any multi-campus institution or system will certify by letter to the Commission that all coursework at all of its campuses applicable to a particular degree program of study is fully acceptable in transfer to meet degree requirements in the same degree program at any other of its campuses.

4. Any coursework (individual courses, transfer blocks, statewide agreements) covered within these procedures will be transferable to any public institution without any additional fee and without any further encumbrance such as a "validation examination," "placement examination/instrument," "verification instrument," or any other stricture, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.

Transfer Blocks, Statewide Agreement, Completion of the AA/AS Degree

5. The following Transfer Blocks/Statewide Agreements taken at any two-year public institution in South Carolina shall be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs, as follows:

- Arts, Humanities, and Social Sciences: Established curriculum block of 46-48 semester hours
- Business Administration: Established curriculum block of 46-51 semester hours
- Engineering: Established curriculum block of 33 semester hours
- Science and Mathematics: Established curriculum block of 51-53 semester hours
- Teacher Education: Established curriculum block of 38-39 semester hours for early childhood, elementary and special education students only. Secondary education majors and students seeking certification who are not majoring in teacher education should consult the arts, humanities and social sciences or the math and science transfer blocks, as relevant, to assure transferability of coursework.

- Nursing: By statewide agreement, at least 60 semester hours will be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any South Carolina public associate degree program in nursing (ADN), provided that the program is accredited by the National League of Nursing and that the graduate has successfully passed the National Licensure Examination (NCLEX-RN) and is a currently licensed registered nurse.

6. Any "unique" academic program not specifically or by extension covered by one of these statewide transfer blocks/agreements listed in #4 above must either create its own transfer block of 35 or more credit hours with the approval of CHE staff or will adopt either the arts/social science/humanities or the science/mathematics block. The institution at which such programs is located will inform the staff of the CHE and every institutional president and vice president for academic affairs about this decision.

7. Any student who has completed either an associate of arts or associate of science degree program at any public two-year South Carolina institution which contains within it the total coursework found in either the Arts/Social Sciences/Humanities transfer block or the Math/Science transfer block will automatically be entitled to junior-level status or its equivalent at whatever public senior institution to which the student might have been admitted. (Note: As agreed by the Committee on Academic Affairs, junior status applies only to campus activities such as priority order for registration for courses, residence hall assignments, parking, athletic event tickets, etc., and not in calculating academic degree credits.)

Related Reports and Statewide Documents

8. All applicable recommendations found in the Commission's report to the General Assembly on the School-to-Work Act (approved by the Commission and transmitted to the General Assembly on July 6, 1995) are hereby incorporated into the procedures for transfer of coursework among two-and four-year institutions.

9. The policy paper entitled *State Policy on Transfer and Articulation*, as amended to reflect changes in the numbers of transfer blocks and other Commission action since July 6, 1995, is hereby adopted as the statewide policy for institutional good practice in the sending and receiving of all course credits to be transferred. (Contact the Division of Academic Affairs for copies of this report.)

Assurance of Quality

10. All claims from any public two- or four-year institution challenging the effective preparation of any other public institution's coursework for transfer purposes will be evaluated and appropriate measures will be taken to reassure that the quality of the coursework has been reviewed and approved on a timely basis by sending and receiving institutions alike. This process of formal review will occur every four years through the staff of the Commission on Higher Education, beginning with the approval of these procedures.

Statewide Publication and Distribution of Information on Transfer

11. The staff of the Commission on Higher Education will print and distribute copies of these procedures upon their acceptance by the Commission. The staff will also place this document and the appendices of the Commission's home page on the Internet under the title "Transfer Policies."

12. By September 1 of each year, all public four-year institutions will place the following materials on their Internet websites:

A. A copy of this entire document
B. A copy of the institution's transfer guide

13. By September 1 of each year, the State Board for Technical and Comprehensive Education will place the following materials on its website:

A. A copy of this entire document.
B. Provide to the Commission staff in format suitable for placing on the Commission's home website, a list of all articulation agreements that each of the 16 technical colleges has with public and other four-year institutions of higher education, together with information about how interested parties can access those agreements.

14. Each two-year and four-year public institutional catalog will contain a section entitled "Transfer: State Policies and Procedures." Such section at a minimum will:
A. Publish these procedures in their entirety (except Appendices)
B. Designate a chief transfer officer at the institution who will:
-provide information and other appropriate support for students considering transfer and recent transfers
-serve as clearinghouse for information on issues of transfer in the state of South Carolina
-provide definitive institutional rulings on transfer questions for the institution's students under these procedures
-work closely with feeder institutions to assure ease in transfer for their students
C. Designate other programmatic transfer officer(s) as the size of the institution and the variety of its programs might warrant
D. Refer interested parties to the institutional Transfer Guide
E. Refer interested parties to the Institutional and Commission on Higher Education's website for further information regarding transfer.

15. In recognition of its widespread acceptance and use throughout the United States, SPEEDE/EXPRESS should be adopted by all public institutions and systems as the standard for electronic transmission of all student transfer data.

16. In conjunction with the colleges and universities, develop and implement a statewide Transfer Equivalency Database at the earliest opportunity.

(As an electronic counseling guide, this computerized on-line instrument will allow students and advisors to access all degree requirements for every major at every public four-year institution in South Carolina. Also, the database will allow students to obtain a better understanding of institutional programs and program requirements and select their transfer courses accordingly, especially when the student knows the institution and the major to which he/she is transferring.)

Development of Common Course System

17. Adopt a common statewide course numbering system for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina, and the senior institutions.

18. Adopt common course titles and descriptions for common freshman and sophomore courses of the technical college, two-year regional campuses of the University of South Carolina, and the senior institutions. The Commission will convene statewide disciplinary groups to engage in formal dialogue for these purposes.

(A common course numbering system and common course titles and descriptions for lower-division coursework at all public institutions in the state can help reduce confusion among students about the equivalency of their two-year coursework with lower-division coursework at the four-year level. To this end, a common system leaves no doubt about the comparability of content, credit and purpose among the lower-division courses to all public colleges and universities in South Carolina. It would also help eliminate institutional disagreement over the transferability of much lower-division coursework, thus clearing a path for easier movement between the technical colleges and senior institutions.)

Appendix A
Statewide Articulation Agreement: Technical College Courses Transferable to Senior Institutions

ACC 101	**Accounting Principles I**
ACC 102	**Accounting Principles II**
ANT 101	*General Anthropology*
ART 101	**History and Appreciation of Art**
ART 105	*Film as Art*
AST 101	**Solar System Astronomy**
AST 102	**Stellar Astronomy**
BIO 101	**Biological Science I**
BIO 102	**Biological Science II**
BIO 210	**Anatomy and Physiology I**
BIO 211	**Anatomy and Physiology II**
BIO 225	**Microbiology**
CHM 110	**College Chemistry I**
CHM 111	**College Chemistry II**
CHM 112	*College Chemistry II*
CHM 211	**Organic Chemistry I**
CHM 212	**Organic Chemistry II**
ECO 210	**Macroeconomics**
ECO 211	**Microeconomics**
ENG 101	**English Composition I**
ENG 102	**English Composition II**
ENG 201	**American Literature I**
ENG 202	**American Literature II**
ENG 203	*American Literature Survey*
ENG 205	**English Literature I**
ENG 206	**English Literature II**
ENG 208	**World Literature I**
ENG 209	**World Literature II**
ENG 214	*Fiction*
ENG 218	*Drama*
ENG 222	*Poetry*
ENG 230	*Women in Literature*
ENG 260	**Advanced Technical Communications**
FRE 101	**Elementary French I**
FRE 102	**Elementary French II**
FRE 201	**Intermediate French I**
FRE 202	**Intermediate French II**
GEO 101	**Introduction to Geography**
GEO 102	**World Geography**
GER 101	**Elementary German I**
GER 102	**Elementary German II**
HIS 101	**Western Civilization to 1689**
HIS 102	**Western Civilization Post 1689**
HIS 201	**American History Discovery to 1877**
HIS 202	**American History: 1877 to present**
MAT 110	**College Algebra**
MAT 111	**College Trigonometry**
MAT 120	**Probability and Statistics**
MAT 122	*Finite College Math*
MAT 130	**Elementary Calculus**
MAT 140	**Analytical Geometry & Calculus I**
MAT 141	**Analytical Geometry & Calculus II**
MAT 240	**Analytical Geometry I & Calculus III**
MAT 242	**Differential Equations**
MUS 105	**Music Appreciation**
PHI 101	**Introduction to Philosophy**
PHI 105	*Introduction to Logic*
PHI 106	*Logic II Inductive Reasoning*
PHI 110	**Ethics**
PHI 115	*Contemporary Moral Issues*
PHY 201	**Physics I**
PHY 202	**Physics II**
PHY 221	**University Physics I**
PHY 222	**University Physics II**
PHY 223	*University Physics III*
PSC 201	**American Government**
PSC 215	**State and Local Government**
PSY 201	**Introduction to Psychology**
PSY 203	**Human Growth & Development**
PSY 208	*Human Sexuality*
PSY 212	**Abnormal Psychology**
SOC 101	**Introduction to Sociology**
SOC 102	*Marriage and the Family*
SOC 205	**Social Problems**
SOC 206	*Social Psychology*
SOC 210	*Juvenile Delinquency*
SOC 220	*Sociology and the Family*
SOC 235	*Thanatology*
SPA 101	**Elementary Spanish I**
SPA 102	**Elementary Spanish II**
SPA 201	**Intermediate Spanish I**
SPA 202	**Intermediate Spanish II**
SPC 205	**Public Speaking**
SPC 210	*Oral Interpretation of Literature*
THE 101	**Introduction to Theater**

Spartanburg Community College courses are shown in **bold**. State approved transfer courses not currently listed in the SCC catalog are shown in *italics*. (Revised 12-08.)

Financial Aid

Operating Principles

Financial aid programs exist to help students who would be otherwise unable to attend college. In addition to grants and loans, our programs reward students for academic achievements and provide wages for students performing essential college services. To participate in federal student financial aid programs, SCC is required by federal regulation to coordinate the delivery of all funds from all sources to students. Students who receive aid in addition to federal student financial aid are required to report the amount and source to the financial aid office.

When and How to Apply

To determine whether a student is eligible for a federal financial aid program, South Carolina Need Based Grant or Lottery Tuition Assistance, the student and his or her family must complete the *Free Application for Federal Student Aid (FAFSA)*. The address for FAFSA on the Web is www.fafsa.gov. The student and parent (if dependent) should apply for a PIN at www.pin.ed.gov prior to starting FAFSA on the Web so that the application can be signed electronically. SCC's Title IV school code is 003994.

The FAFSA must be completed once per year between January and May for the following school year. The school year consists of the fall semester (begins in August), the spring semester (begins in January) and the following summer semester (begins in May). **The priority deadline is May 1.**

How Does The Process Work

The student completes the FAFSA and includes SCC's Title IV school code, 003994. After submitting the FAFSA, the student will receive a Student Aid Report (SAR), and SCC will receive the application data electronically.

If additional information is needed to complete a student's file, he or she will receive an email to the SCC email account. Items needed can be viewed through the SCC Portal in WebAdvisor under Financial Aid, then My Documents. Submit the requested information as soon as possible and make sure all documents are signed.

Once the student's file is complete, he or she will receive an email to the SCC email account. The student can view or print the financial aid award letter and all financial aid award letter inserts through the SCC Portal in WebAdvisor under Financial Aid. Read everything thoroughly.

Communication with Students

The SCC Portal provides online services to SCC students such as student email accounts, campus announcements, message boards, calendars and discussion groups. Through WebAdvisor in the SCC Portal, students may access personal records such as class schedules, grades, transcripts and financial aid information, and register for classes as well.

The majority of communications from financial aid will be sent to student SCC email accounts. Students must review their email and announcements regularly through the SCC Portal to ensure they have the latest information about their financial aid status.

Determination of Financial Need

SCC's financial aid programs assist students who have financial need as determined by the federal processor. One of the principles behind need-based aid is that students and their families should pay

for educational expenses to the extent they are able. A financial need exists if the resources of the family (expected family contribution or EFC) do not meet the total cost of attending the College.

The total cost of attendance (student budget) is an estimate of the total cost a student incurs as a full-time student for the nine-month academic period. These costs include tuition, fees, books, supplies, personal and transportation expenses. Samples of student budgets for 2010-2011 follow.

Spartanburg County Resident:	*With Parent*	*All Others*
Tuition/Fees	$3,576	$3,576
Books/Supplies	$1,000	$1,000
Room/Board	$2,119	$5,790
Personal	$2,763	$2,763
Transportation	$2,160	$2,160
Total	$11,618	$15,289

Cherokee County Resident:	*With Parent*	*All Others*
Tuition/Fees	$3,576	$3,576
Books/Supplies	$1,000	$1,000
Room/Board	$2,119	$5,790
Personal	$2,763	$2,763
Transportation	$5,040	$5,040
Total	$14,498	$18,169

Union County Resident	*With Parent*	*All Others*
Tuition/Fees	$4,094	$4,094
Books/Supplies	$1,000	$1,000
Room/Board	$2,119	$5,790
Personal	$2,763	$2,763
Transportation	$5,040	$5,040
Total	$15,016	$18,687

*Out-of-County Resident**	*With Parent*	*All Others*
Tuition/Fees	$4,424	$4,424
Books/Supplies	$1,000	$1,000
Room/Board	$2,119	$5,790
Personal	$2,763	$2,763
Transportation	$5,040	$5,040
Total	$15,346	$19,017

**Out-of-State Resident includes the same components as Out-of-County Resident with the exception of tuition/fees. Tuition/fees are subject to change each year.*

Student Eligibility Requirements

A student must meet the following eligibility requirements to receive federal assistance:

- Be enrolled or accepted for enrollment in an eligible program
- Be a regular student
- Have a high school diploma or GED (SCC does not disburse aid to students under the ability-to-benefit regulations)
- Be a U.S. citizen or eligible non-citizen
- Not be a member of a religious community that directs the program of study or provides maintenance (except for unsubsidized Direct loans)
- Be registered with the Selective Service (males only)
- Not be in default on a federal student loan borrowed for attendance at any institution
- Not have borrowed in excess of federal loan limits
- Not owe a repayment on a federal grant or scholarship received for attendance at any institution
- Maintain satisfactory academic progress
- Not be enrolled concurrently in an elementary or secondary school
- Provide a valid social security number

Eligible Programs/Courses and Enrollment Status

A student must enroll in an eligible program to receive any type of federal aid. General Education Development (GED) and continuing education courses are not eligible courses. Audited classes will not be considered in determining a student's enrollment status. Students enrolled as a special or transient student in an Admission of Special Applicants Program (ASAP) are not eligible for financial aid or VA benefits. Enrollment status can only consist of those courses required for graduation or as a prerequisite for courses required in the program. Academic advisors may report to the financial aid office any student who is enrolled in a class that is not required for his or her program of study.

The amount in the original award notification is based on full-time enrollment. A student who is not full-time will have his or her award reduced based on the actual number of credit hours enrolled. Remember that students who are not full-time do not pay as much for tuition and fees. A student's enrollment status is determined through the census date of each semester. Adjustments, including complete withdrawal of aid, are made based on the enrollment status through the census date. All the terms in a semester are combined to determine the enrollment status for that semester. Full-time status consists of enrollment in a minimum of 12 credit hours. Three-quarter time status consists of enrollment in 9 to 11 credit hours. Half-time status consists of enrollment in 6 to 8 credit hours. Less than half-time status is enrollment in 1 to 5 credit hours.

How A Student Receives Assistance

A student who applies in time and is eligible can use financial aid award(s) (excluding Federal Work Study, FWS) to pay tuition and fees and to make purchases in the Book Inn. A student may request to "opt out" of purchasing books at the SCC Book Inn and may request an allowance to purchase books and supplies elsewhere by submitting to the business office a Request to Opt Out form by the first day of class for each semester the student wishes to use an allowance. Funds available after tuition, fees, books and/or supply expenses have been paid will be disbursed by the business office. Dates will be printed in the *SCC Student Planner & Handbook* and in the *SCC Enrollment & Registration Guide*. All financial aid awards are considered estimated awards until aid transmits to student accounts in the SCC business office.

Students who receive a Federal Work Study award and obtain employment through this program are paid once a month.

Transferring

Financial aid awards cannot be transferred from one college to another. Students must have the results of the FAFSA released to the new college.

Students transferring to Spartanburg Community College must request a duplicate student aid report (SAR) if the results of the FAFSA have not been released to SCC. SCC's Title IV school code is 003994. It is the student's responsibility to notify the financial aid office of prior attendance at another post-secondary school.

Summer Aid

Financial aid for summer is available to those students who qualify and will be awarded separately from the fall and spring semesters. Students do not have to complete another FAFSA just for summer if they have already applied for the previous award year. If a student begins classes during a summer semester, he or she must complete the FAFSA for the current award year and complete the FAFSA for the next award year which begins with the fall semester.

Summer funding is limited and not all funds are available during the summer. Federal Pell Grant is only available if a student has not been enrolled full time during the previous fall and spring semesters. The S.C. Need Based Grant, the LIFE Scholarship and the S.C. Teacher Loan are not available during the summer semester. Lottery Tuition Assistance is not available if the student received a LIFE Scholarship during the previous fall or spring semester.

All financial aid awards for the summer semester can be viewed using WebAdvisor after March 1.

Satisfactory Academic Progress (SAP)

Students receiving financial assistance through a federal program or S.C. Need Based Grant must be making satisfactory academic progress toward a degree, diploma or certificate. The financial aid office must monitor the progress of all students to ensure that they are making satisfactory progress toward completion of their program in a reasonable period of time. This policy is in addition to the academic standards required by the College. The cumulative review determines the student's eligibility for financial assistance based on his or her academic history. Whether the student has received financial assistance previously is not a factor in determining eligibility. The SAP status will be evaluated after each semester in which the student was enrolled. Students placed on financial aid probation or suspension will be notified by an email to their SCC email account.

Qualitative Standard (Completion Rate and Grade Point Average)

- The minimum completion rate requires students to earn at least 67% of the cumulative credit hours attempted.
- Courses with grades of F, W, WF, I and U are not considered completed courses.
- Students are also required to maintain a minimum program grade point average (GPA) of 2.0.
- Students are placed on financial aid warning if the completion rate is less than 67% or if the program GPA is less than 2.0. (See Warning on page 43)

Quantitative Standard (Length of Eligibility)

- Students may receive financial aid for 1.5 times the published length of the program of study.
- For example, a student enrolled in a 60 credit hour program is eligible until 90 credit hours are attempted (60 x 1.5 = 90).
- Transfer hours are added to the total hours attempted at SCC to assess the length of eligibility.

- Students may repeat a course, but repetitions will count toward the length of eligibility.
- Once the maximum number of hours is attempted, students are placed on financial aid suspension.
- To reestablish eligibility, students must have an approved appeal. (See Appeals on page 44.)

Remedial Courses

- Remedial courses are defined as zero level and 100 level courses.
- A student may only attempt or count for enrollment status purposes up to 30 remedial hours.
- Remedial courses will not count for SAP purposes in the GPA or length of eligibility calculation.
- Remedial courses will count for SAP purposes in the completion rate calculation.

Warning

- The minimum credit hour completion rate and the GPA standard are assessed at the end of each semester. If students do not earn the minimum grade point average and/or complete the minimum number of credit hours required, they are placed on financial aid warning for the next semester attended.
- Financial aid eligibility continues during the warning period.
- During the warning period, students must take at least 6 credit hours, complete 100% of the attempted hours and have at least a 2.0 term GPA. If students do not meet these stipulations, they will be placed on financial aid suspension. (See Suspension for Failing to Meet Warning or Probationary Stipulations below.)
- If students meet the warning stipulations, have a minimum 2.0 program GPA and have a completion rate of at least 67% of the cumulative hours attempted, they will be removed from financial aid warning and must continue to meet this policy.
- If students meet the warning stipulations and the program GPA is less than 2.0 or the completion rate is less than 67 percent of the cumulative hours attempted, they will be placed on financial aid probation. (See Probation below.)

Probation

- To remain eligible for aid during a probationary period, students must submit an appeal to include an academic plan.
- During the probationary period, students must take at least 6 credit hours, complete 100% of the attempted hours, have at least a 2.0 term GPA and continue to follow the academic plan. If students do not meet these stipulations, they will be placed on financial aid suspension. (See Suspension for Failing to Meet Warning or Probationary Stipulations below)
- If students meet the probationary stipulations, have a minimum 2.0 program GPA and have a completion rate of at least 67% of the cumulative hours attempted, they will be removed from financial aid probation and must continue to meet this policy.

Suspension for Failing to Meet Warning or Probationary Stipulations

- To reestablish eligibility students must submit and have an approved appeal after completing a semester at SCC without financial assistance (excluding Lottery Tuition Assistance). During the semester attended without financial assistance, a student must take at least 6 credit hours, complete 100% of the attempted hours and have at least a 2.0 term GPA.
- Exceptions to this policy will only be allowed if the student encountered some type of extenuating circumstance during the warning or probationary period that hindered him or her from meeting the stipulations.

- Examples of acceptable extenuating circumstances include: prolonged hospitalization during the warning or probationary period, death in the family during the warning or probationary period or change in work hours that conflicted with the class schedule during the warning or probationary period. Because a student is aware prior to the warning or probationary period that he or she must meet the stipulations, extenuating circumstances do not include being a single parent or working full-time while attending school.
- Students are advised to solve their difficulties prior to registering for a warning or probationary period.

Appeals

- Appeals for suspension of financial aid are reviewed by the Financial Aid Appeals Review Committee.
- The number of appeals will be limited to two (2) per student and forms may be obtained from the financial aid office or the website at www.sccsc.edu/FinancialAid under "Forms".
- If the Committee determines that justifiable evidence of extenuating circumstances exists, a student may receive an extension of financial aid eligibility.
- Appeals for length of eligibility should include from the academic advisor a signed statement showing the remaining classes needed to complete the program of study and an anticipated completion date. This documentation should be submitted with the appeal.
- Appeals because stipulations were not met during a warning or probationary period must explain why the SAP policy is not being met and include an explanation of what has changed that will allow the SAP policy to be met.

Sources of Financial Aid

(Funding for programs is contingent on federal and state approval. These guidelines may not be inclusive of all eligibility criteria and are subject to change.)

Federal Pell Grant (PELL)

The Federal Pell Grant does not have to be repaid and is a program for students who have not previously earned a baccalaureate degree. Pell Grant is considered the foundation of federal financial aid to which aid from other federal and nonfederal sources might be added.

If a student received a Pell Grant for the first time on or after July 1, 2008, he or she can only receive the Pell Grant for up to 18 semesters or the equivalent. Students can track their remaining Pell Grant eligibility on NSLDS at www.nslds.ed.gov or on the Student Aid Report.

Iraq and Afghanistan Service Grant

The Iraq and Afghanistan Service Grant is a federal program for students who are not eligible for a Federal Pell Grant but whose parent or guardian was a member of the U.S. Armed Forces and died as a result of service performed in Iraq or Afghanistan after September 11, 2001. The student must be under 24 years old or enrolled at least half-time (minimum of 6 credit hours) at the time of the parent's or guardian's death. The award amount is equal to the amount of a maximum Pell Grant for the award year.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant is a program from which students may obtain up to $4,000 each year depending on their financial need, the availability of FSEOG funds at SCC and the amount of other aid received.

Federal Work Study Program (FWS)

The Federal Work Study Program is a federal student aid program that provides part-time jobs

for eligible students. Since positions are limited, students should apply early. Interested students must complete the Free Application for Federal Student Aid (FAFSA) and an application for federal work study.

South Carolina Need-Based-Grant (SCNBG)

The South Carolina Need Based Grant program is designed to provide additional financial aid assistance to South Carolina's neediest students. The maximum award is $2,500 for a full-time student. The FAFSA is the only application required.

For **continued eligibility** for the next academic year, students enrolled full-time during the fall and spring semesters must earn a minimum of 24 credit hours during the academic year. Students enrolled part-time during the fall and spring semesters must earn a minimum of 12 credit hours during the academic year. Students enrolled in a combination of full-time and part-time during the fall and spring semesters must earn a minimum of 18 credit hours during the academic year. Students must also meet the financial aid office's satisfactory academic progress policy and maintain a minimum cumulative GPA of 2.0. Students must complete the Free Application for Federal Student Aid (FAFSA), their financial aid file and earn the required credit hours each year while SCNBG funds are still available.

Federal Direct Loans

The Federal Direct Loan is a low interest loan made by the U.S. Department of Education. To determine eligibility, a student must complete a FAFSA and the College's financial aid process, a Direct Student Loan Request form, a Master Promissory Note (MPN) and entrance loan counseling.

A **Subsidized** Direct Loan is awarded on the basis of financial need. No interest payments are required before repayment begins or during an authorized period of deferment. The federal government "subsidizes" the loan during these periods by paying the interest for the student.

An **Unsubsidized** Direct Loan is not awarded on the basis of financial need. The student will be charged interest from the time the loan is disbursed until it is paid in full. If interest is allowed to accumulate, it will be capitalized which means the interest will be added to the principal amount. Then interest will be charged based on this higher amount. Capitalization will increase the amount that must be repaid. If the student chooses to pay the interest as it accumulates, loan payments will cost less.

A student must be enrolled in at least 6 credit hours each semester and be in an eligible program. Repayment begins six months after graduating or dropping below half-time enrollment. This six month period is referred to as a grace period.

The financial aid office will counsel students as to the types of loans for which they are eligible and as to the amount they may borrow. Before a loan is available, the student must complete an online entrance loan counseling session and sign a Master Promissory Note (MPN). Upon graduation or ceasing to be enrolled at least half-time, the student must complete an exit loan counseling session.

S.C. Teachers Loan Program (SCTL)

The S.C. Teacher Loan program was established by the State of South Carolina through the Education Improvement Act of 1984 to entice talented and qualified students into the teaching profession and is administered through S.C. Student Loan (SCSL). This loan is cancelled by teaching in South Carolina public schools in an area of critical need.

To receive a SCTL, a student must apply for financial aid by completing a Free Application for Federal

Student Aid (FAFSA) and be considered for all types of aid, including grants and Lottery Tuition Assistance. Students must have a completed financial aid file and then complete the SCTL application process by the June 1 deadline. After this date, applications will be accepted if funding is available.

Eligibility requirements, application process, award amounts, forgiveness and repayment information is available in the financial aid office or online at www.sccsc.edu/financialaid. For additional information, a student may also visit S.C. Student Loan's website at www.scstudentloan.org.

Legislative Incentives for Future Excellence (LIFE) Scholarship

The LIFE Scholarship is an academic scholarship funded by the State of South Carolina. **All students** must meet these eligibility requirements:

- Have graduated from a high school located in South Carolina, graduated from an approved homeschool program as defined in the State Statute, Sections 59-65-40, 45, and 47, or a preparatory high school located outside of the state while the student is a dependent of a legal resident of South Carolina who has custody or pays child support and college expenses of the dependent high school student, and
- Be a legal resident of South Carolina and a U.S. citizen or an eligible non-citizen, and
- Have no felony convictions, and
- Not been adjudicated delinquent, convicted or pled guilty or nolo contendere to any second or subsequent alcohol or drug related offense for one academic year, and
- Not owe a repayment to a federal or state grant or be in default on any state or federal student loan, and
- Enroll full-time (minimum of 12 non-remedial credit hours per semester) in a degree, diploma or certificate program.

In addition, a **first-time freshman** must:

- Have earned a minimum 3.0 high school cumulative grade point average on a 4.0 scale, and
- Submit the final, official high school transcript to the SCC admissions center.

A **continuing student** may gain eligibility by:

- Earning a GED diploma if not a high school graduate, and
- Earning at least 15 credit hours for every semester elapsed since the initial enrollment in a post-secondary institution whether or not enrollment was continuous, and
- Earning a minimum cumulative collegiate GPA of 3.0, and
- Submitting to the SCC admissions center an official transcript from each post-secondary institution attended.

A **transfer student** must:

- Earn at least 15 credit hours for every semester elapsed since the initial enrollment in a post-secondary institution whether or not enrollment was continuous, and
- Earn a minimum cumulative collegiate GPA of 3.0, and
- Submit to the SCC admissions center an official transcript from each post-secondary institution attended.

To have the scholarship **renewed** for a second academic year, a student must:

- Earn at least 30 non-remedial credit hours (or 15 non-remedial credit hours if eligibility began during a spring semester). Note: A student needs to take 12 non-remedial credit hours per semester to receive LIFE, but to renew LIFE the following year the student must earn at least 30 non-remedial credit hours (or 15 non-remedial credit hours if eligibility began during a spring semester). The student may need to take additional credit hours during the fall and spring semesters or enroll during the summer semester.
- Earn a minimum cumulative collegiate GPA of 3.0 (excluding grades for remedial courses and excluding grades for any non-remedial courses earned prior to the spring semester if eligibility began during a spring semester).
- Have terms of eligibility remaining. A student may receive the LIFE Scholarship for two semesters if enrolled in a one-year program or for four semesters if enrolled in a two-year program.

Why Do Students Who are Eligible for LIFE Sometimes Not Receive It?

- To be admitted to SCC, a student must take a skills assessment. Depending on the scores, the student may need to take refresher courses in math, reading or English. These refresher courses are also referred to as "remedial" or "transitional" courses.
- A student cannot use a LIFE Scholarship until he or she is enrolled in at least 12 non-remedial credit hours during a semester. Remedial courses are not covered by LIFE.
- If the student needs to take remedial courses, then the LIFE Scholarship can be deferred for up to one year.
- Zero level, 100 level, COL 101 and ESL 102 are considered remedial courses. (MAT 031 and RDG 100 are examples.)
- If the student needs remediation, he or she should discuss all possibilities with the academic advisor. But, the financial aid office does not recommend taking 12 non-remedial credit hours while enrolled in remedial classes. The student may negatively affect his or her ability to renew the LIFE Scholarship.

What are Some Other Things That Students Need to Know about the LIFE Scholarship?

- A student cannot receive LIFE during a summer semester.
- A student cannot receive LIFE and Lottery Tuition Assistance. If the student received LIFE during a fall or spring semester, he or she cannot receive Lottery Tuition Assistance during the following summer semester.
- If eligible, the student must sign a certification form each year.

Questions about eligibility should be addressed to the LIFE Scholarship Coordinator in the SCC financial aid office.

Lottery Tuition Assistance Program (LTAP) - SC Education Lottery Tuition Assistance

The Lottery Tuition Assistance Program is funded by the State of South Carolina. To be eligible to be awarded LTAP, students must complete a Free Application for Federal Student Aid (FAFSA) and the College's financial aid process; qualify for in-state tuition; be a U.S. citizen or an eligible non-citizen; be enrolled or accepted for enrollment in a degree, diploma, or certificate program; not owe a repayment to a federal or state grant program; and not be in default on a federal student loan. The amount a student is awarded is based on the number of hours in which he or she enrolls. Students must be enrolled in at least 6 credit hours per semester and continue to meet all the eligibility criteria outlined above to remain eligible for the award. If a student has attempted 24 credit hours, he or she must have earned a minimum cumulative GPA of 2.0 prior to the fall semester of an academic year. A student cannot receive LTAP for more than one certificate, diploma or degree earned within any five year period unless the additional certificate, diploma or degree constitutes progress in the same field of study.

The amount students can use toward tuition and fee charges is based on the amount of these charges remaining on the account *after* Federal Pell Grant, FSEOG, ACG, NGCAP or S.C. Need Based Grant has transmitted to their account. If a student receives the LIFE Scholarship or a tuition waiver, he or she will not receive the LTAP award. If a student's tuition and fees are paid by VA, he or she will not receive the LTAP award. The LTAP award will be credited to the account before any SCC scholarship, outside scholarship, Federal Direct Loan or SCTL so that students can use these award(s) for books or receive a cash disbursement. Lottery Tuition Assistance cannot be used for books or supplies or be disbursed to the student by check.

South Carolina National Guard College Assistance Program (NGCAP)

This program was established to provide financial assistance to members of the South Carolina Army and Air National Guard. NGCAP covers the cost of attendance as defined by federal regulations up to a maximum amount each award year. The maximum amount will be determined annually by the S.C. Commission on Higher Education (CHE). Students who have earned a bachelor's or graduate degree are not eligible.

To qualify, the student must be in good standing with the active National Guard at the beginning of each academic year and remain a member in good standing throughout the entire academic year, maintain satisfactory academic progress, be a U.S. citizen or a legal permanent resident and satisfy additional eligibility requirements as may be promulgated by CHE. The S.C. National Guard is responsible for providing a list of all eligible Guard members to CHE which will in turn notify the College. To be awarded, the student must be on the list from CHE.

Scholarships

All academic scholarships are administered through the SCC Foundation and the financial aid office. Selection of recipients is made by the Spartanburg Community College Scholarship Committee (except in the case where an established set of guidelines provides for a special selection committee). Students may obtain a scholarship application from the financial aid office or from the College's website. More information about scholarships can be found in a financial aid brochure (available in the financial aid office or online) or on the financial aid office's website at: www.sccsc.edu/financialaid.

Other Assistance

Technical/Health Scholars

Students applying for these sponsorships must meet the following requirements:

- be fully accepted into an appropriate business, industrial or engineering technology or health and human services associate degree program,
- meet scholars application criteria,
- agree to comply with all sponsoring employer's requirements and successfully complete the sponsoring employer's interview process and other required screenings.

These sponsorships cover all college tuition, fees, textbooks and required supplies and provide paid, part-time jobs for selected students. Sponsoring employers make the final decision on sponsorship recipients based upon employer needs and the student's qualifications. Students interested in Technical / Health Scholars should contact the SCC admissions center.

S.C. Vocational Rehabilitation

South Carolina residents with vocational disabilities may qualify for assistance from the South Carolina Department of Vocational Rehabilitation. In Spartanburg call (864)585-3693.

Free Tuition for Children of Certain War Veterans

A child of a wartime veteran may be eligible to receive this benefit. Eligibility and application information may be obtained from any County Veterans Affairs Office or from the Governor's Office, Division of Veteran Affairs, 1205 Pendleton Street, Columbia, S.C. 29201. Call (803) 255-4317 or (803) 255-4256.

Veterans' Assistance

Spartanburg Community College is approved by the State Approving Agency for training service persons, veterans, dependents and reservists under Title 38, U.S. Code of Federal Regulations, for the following VA educational benefits: New G.I. Bill - Active Duty Educational Assistance Program (Chapter 30), New G.I. Bill - Selected Reserve Educational Assistance Program (Chapter 1606), Survivors and Dependents (Chapter 35), Vocational Rehabilitation (Chapter 31), Reserve Educational Assistance Program (Chapter 1607) and the Post-9/11 Veterans Education Assistance Act of 2008 (Chapter 33).

The U.S. Department of Veteran Affairs is the only agency that can determine eligibility for and award this benefit. To determine eligibility, call the VA Regional Office at 1-888-442-4551. Then, contact SCC's office to obtain the appropriate forms for certification.

Academic Requirements

Academic progress will be measured at the end of each term in which the VA student was enrolled. Failure by a VA student to maintain a program GPA of at least 2.0 will result in the VA student being placed on academic probation for the next term of enrollment.

A VA student with a term GPA less than 2.0 after the academic probation term will be placed on academic suspension. A VA student with a term GPA of 2.0 or higher after the academic probation term but with a program GPA less than 2.0 will remain on academic probation. A VA student with a term GPA of 2.0 or higher after academic probation and with a program GPA of 2.0 or higher will be removed from academic probation and returned to good standing.

A VA student who appeals and is removed from academic suspension and allowed to register is placed on academic probation. Documentation that the student has a reasonable likelihood to maintain satisfactory attendance, progress and conduct in the future must be submitted to the SCC veterans affairs coordinator. The SCC veterans affairs coordinator must submit a statement with the recertification of enrollment that describes the conditions for the student's continued certification to VA. A VA student removed from academic suspension and placed back on academic probation is subject to academic suspension again if he or she fails to earn at least a 2.0 term GPA during the next period of enrollment.

Address Changes

VA students must notify the veterans affairs office of any address change by completing the address change form.

Advanced Payment Request

VA students should be prepared to pay tuition, fee, book and supply expenses when due; however, they may request advanced payment of the first VA benefit check. To qualify for advanced payment, the VA student must have been out of school for at least a full calendar month, completed the admissions process at SCC and completed a VA advanced payment application at least 45 days prior to the first day of class. The Department of Veterans Affairs mails the check to the College for disbursement at registration. VA students must complete the registration process, including fee payment, before receiving the advanced payment check.

Class Attendance

VA students must adhere to the attendance policy established by the College. VA students who accrue more than the allowable number of absences will have VA benefits terminated.

Drops and Withdrawals

VA students must report course drops or a term withdrawal to the SCC veterans affairs office. To ensure timely notification to VA, reports will be run monthly to identify VA students who have dropped courses or withdrawn from the term. At the end of each semester, VA students who earn a grade of "F" with a course status of "AB=abandoned" are reported to VA with the last date of attendance.

Eligible Courses

VA students may receive benefits only for those courses that are required for graduation or are a prerequisite for courses required in the program of study. When additional courses beyond those courses required for graduation are needed to overcome a grade point deficiency, the additional courses may be approved with required documentation outlined in VA regulations.

Internet/Online, Hybrid and Video Courses

SCC offers a variety of course delivery methods within a certificate, diploma or degree program of study. Non-traditional course delivery methods are listed in the semester course schedule and on the College's web site (www.sccsc.edu). SCC expects students to participate in all instructional

activities since these courses are comparable to resident (traditional classroom) courses. SCC requires that each course offered in one of these non-traditional formats meets prescribed academic standards.

Each course delivery method must include
- a provision for an assigned instructor;
- a provision for instructor-student interaction on at least a weekly basis and a stipulation that this interaction is a regular part of the course/program;
- a statement that appropriate assignments are required for completion of the course;
- a grading system similar to the system used for resident (traditional classroom) courses;
- a schedule of time required for the course that demonstrates that the student will spend at least as much time in preparation and training as is normally required for resident (traditional classroom) courses.

Nonpunitive Grades/Mitigating Circumstances
Regulations prohibit payment of VA benefits for a course from which the student withdraws. Unless the student submits to VA documentation of mitigating circumstances, the student must repay to VA all the money paid to him or her for the pursuit of that course from the start of the term – not just from the date he or she dropped the course.

Prior Credit
VA students who have attended another college must submit all collegiate transcripts to the SCC admissions center for evaluation even if transfer credit is not requested.

Program Changes
VA students who change programs must complete a change of program form in the SCC veterans affairs office. Credit hours earned that fulfill requirements in the new program must be transferred as required by regulations.

Remedial Courses/Transitional Studies
Certification for enrollment in remedial courses numbering 011 through 099 (mathematics, reading and English) will be limited to a maximum of 30 credit hours. Exception will be granted only to a student who meets the academic requirements of this procedure and has the approval of the vice president of student affairs or his or her designee.

Repeated Courses
There is no limit on the number of times a course may be repeated (unless specified in the course syllabi or program handbook that may not be repeated) or which a failing grade (or a grade which does not meet the minimum requirements for graduation) was received as long as the grade assigned to the repeated course at the end of the term is punitive.

Tutorial Assistance for Veterans
VA students may receive monetary assistance from the VA to pay for a tutor if one is required.

Services for Students

Advising Center

Services offered at SCC's Advising Center include:

- Academic advising for students enrolled in zero-level transitional studies courses. New (first semester) associate in art and associate in science students, and new **certificate of health science students** for the following programs: early childhood development, expanded duty dental assisting, health unit coordinating, medical assisting, medical laboratory technology, nursing, phlebotomy, pharmacy technician, radiography, respiratory care, surgical technology and therapeutic massage;
- Guidance along academic and career paths commensurate with students' abilities, interests and values;
- Help with determining short-term and long-term educational and career goals;
- Career exploration information and information about the College's programs.
- Assistance with course selection, scheduling, and long-term academic planning;
- Information about the College's academic policies and procedures;
- Orientation to college life to help students receive the maximum benefit from their college experience; and
- Course schedule development and WebAdvisor training.

AIM Center

The AIM Center provides personal and career counseling and financial assistance for books, child care, educational supplies and city bus tickets to both male and female students who are economically disadvantaged or have limited English proficiency or are single parents (including single pregnant women) or displaced homemakers, individuals with disabilities or students enrolled in non-traditional programs. Waiting lists for financial assistance are maintained in the AIM Center office.

Alerts - Campus Closings and Emergency Notifications

Important information in the event of an emergency or unexpected event (such as campus closings and delays) is posted on the SCC website as soon as possible. Alerts appear on the home page, and details are available at www.sccsc.edu/alert, and by phone at (864) 592-4325. Text message alerts to mobile phones are available by signing up to follow SCC911 via Twitter at www.twitter.com/SCC911 (instructions are on the SCC website). SCC administration manages this information.

Bookstores

The Book Inn, the SCC bookstore, is located in the Dan L. Terhune Student Services Building. Normal operating hours are Monday through Thursday from 9:00 a.m. - 6:00 p.m. and Friday from 9:00 a.m. - 1:00 p.m. The purpose of the bookstore is to provide the required texts materials and supplies to support the academic programs of the College. The College bookstore offers textbooks, school supplies, computer software, and culinary and health science uniforms, as well as a selection of greeting cards, college logo sportswear, bookbags and gift items. For textbook prices and lists of term offerings, refund policies, program supply costs, and to order on-line, visit the Book Inn website at www.sccsc.edu/BookInn.

The bookstore can special order textbooks (such as supplemental texts) for students. Orders must be paid in advance. The Book Inn also offers a used book program to provide students with used textbooks whenever possible. During College exam days, an independent representative is available in the bookstore to purchase textbooks from students.

Book Inn Refund Policy - Full refunds will be made within 10 days after purchase, provided books are in as-purchased condition and are accompanied by the cash register receipt. During pre-registration, this refund period is extended. *Absolutely no refunds will be made without a cash register receipt*. Defective merchandise may be returned for a full refund or exchange if the request is made within 15 days from date of purchase. Electronic items returned for exchange or refund must be accompanied by the original sales receipt, the carton, warranty and instruction papers. Software is returnable only if the sealed packages are unopened.

SCC Tyger River Campus Bookstore - There is also a bookstore at SCC Tyger River Campus that offers all texts for classes held at this campus, along with a variety of supplies and SCC logo items. Normal operating hours are Monday through Thursday from 8:00 a.m. until 5:00 p.m. and Friday from 8:00 a.m. until 1:30 p.m., and the phone number is (864) 592-6230.

Campus Safety and Security / Student-Right-To-Know

The campus police chief, certified in law enforcement, first aid, and CPR, coordinates campus police and security and monitors the handling/disposal of hazardous materials. The College's contracted security force provides 24-hour-per-day security. Alcoholic beverages, illegal drugs, and weapons of any kind are prohibited on campus. Emergencies and criminal actions should be reported to the office of campus police at extension 4911.

The Student-Right-to-Know and Campus Security Act, Public Law 101-542, requires colleges to publish crime awareness information for current and prospective students. This information is located in the campus police office and can be found on the SCC website (www.sccsc.edu/security/index.htm).

Career Planning and Placement

The career planning and placement office assists enrolled students and graduates in obtaining information about local manpower needs, making realistic vocational choices, and securing meaningful employment. The office links the College's academic and career programs to business and industry and facilitates the transition of students into the world of work. The career planning and placement office disseminates information about full-time, part-time, temporary and summer employment opportunities; provides a job-readiness program covering interview techniques, application procedures, resume preparation, and employment responsibilities; and maintains job listings for businesses, industries, government and educational institutions.

Counseling and Career Development

The College offers career planning services to assist students to clarify life and career goals including information about academic and personal requirements, working conditions, job opportunities and potential salaries related to a career field. Skills assessments, computerized career assessments, career resources and internet resources are also available to assist enrolled and prospective students with this important life task.

Early Registration

Registration dates are published on the SCC website (www.sccsc.edu) and in SCC publications. Students are encouraged to meet with academic advisors to discuss career goals and academic progress and to schedule classes. Questions about registration dates should be directed to the SCC student records office located in the Student Services Building or by calling (864) 592-4681.

Evening Services

The College offers a number of academic programs as well as a variety of occupational, professional and community interest courses during evening hours. Evening classes are generally scheduled between the hours of 4:30-10:15 p.m., Monday through Thursday (hours may vary during the summer term). Most of the support services provided by the College are available to evening students. Academic programs available in the evening are indicated in the program descriptions of this catalog. Information on community interest and professional development courses is available through the Corporate & Community Education Division. An evening services coordinator is available on each SCC campus to assist SCC faculty, staff and students from approximately 5-10 p.m. Monday-Thursday. The central campus coordinator can be reached via phone at (864) 592-4830 and also an office located in the West Building, C-18. The evening service coordinator for the SCC Cherokee County Campus can be reached via phone at (864) 206-2808 or by dialing extension 2808 when on that campus. The evening services coordinator for the SCC Tyger River Campus can be reached via phone at (864) 592-6266 or in the lobby of the Tyger River Building.

Health Services

The College does not provide comprehensive health services. The police officers provide emergency first aid. Please call 592-4911 for assistance.

Housing Information

The College does not provide living accommodations for students. Students enrolled through the Cooperative Program for the Deaf and the Blind may contact that office for information about housing at the South Carolina School for the Deaf and Blind.

Identification Cards

Students are required to have a student identification card. The College issues student identification cards at no cost. Students are required to show identification cards to any campus official, including campus police officers, upon request.

Insurance

The College carries an accident insurance policy that covers students while on campus, traveling directly and uninterruptedly between home and scheduled classes, and while participating in activities sponsored and supervised by the College. Coverage excludes accidents that occur as a result of participation in organized sports. Maximum benefit coverage includes $5,000–medical expenses; $1,500–accidental death; $1,500–dismemberment. Injuries should be reported to the campus police office within 48 hours of the accident. Insurance claim forms are available in the office of the executive vice president. The premium for student insurance coverage is included in tuition and fees for all registered students.

Library

The central campus library, located in the Library Learning Resource Center, holds a collection of over 39,000 volumes including 5,000+ audiovisual items, 33,900+ books and 290+ periodical subscriptions. These resources support the academic and personal needs of students, staff, and faculty, as well as members of the business and industrial community. Special resources include a growing instructional video collection; over 60 full-text databases such as General OneFile, Academic OneFile, and Academic Search Premier; and over 60,000 eBooks. The central campus library features ample reading and conference space, group study rooms, nearly 100 computers, a fax

machine, scanners, a typewriter, video and audio equipment, and a photocopier.
Libraries are also located at the SCC Cherokee County Campus on the first floor of the Harvey S. Peeler, Jr. Academic Building and at the SCC Tyger River Campus in the Tyger Rive Building. Students on both of these campuses have full access to the library's wealth of online research tools and can receive next day delivery of library materials requested from the central campus library.

The library's resources are further enhanced by online access to the collections of the South Carolina State Library, Spartanburg County Public Library, and other public and academic libraries. Materials that the SCC library does not own may be borrowed from these or dozens of other libraries across the state and the country, via our various consortium memberships.

Library orientations and instruction sessions are available upon request for individuals, classes, or other groups. Reference services are provided in person at each campus and via e-mail and by telephone. Patrons may check out books, DVDs and other items from the general collection, and download eBooks.

For further information regarding the Library's services or resources, please visit the Library's website at: http://library.sccsc.edu; email askalibrarian@sccsc.edu; or call (864) 592-4764 or 1-866-542-2779.

The library's normal hours of operation are as follows:
SCC Central Campus
- Monday - Thursday: 7:30 a.m. - 9 p.m.
- Friday: 7:30 a.m. - 1:30 p.m.
- Saturday: 9 a.m. - 1 p.m. (fall and spring terms only)
- Sunday: Closed

SCC Cherokee County Campus:
- Monday - Thursday: 7:30 a.m. - 9:00 p.m.
- Friday: 7:30 a.m. - 1:00 p.m.
- Saturday: 9:00 a.m. - 1:00 p.m. (fall and spring terms only)
- Sunday: Closed

SCC Tyger River Campus:
- Monday - Thursday: 7:30 a.m. - 9:00 p.m.
- Friday: 7:30 a.m. - 1:00 p.m.
- Saturday and Sunday: Closed

New Student Orientation
New Student Orientation is a valuable tool that introduces students to the variety of support services and resources available at SCC. In addition to information received at New Student Orientation, students may access vital information in their *SCC Enrollment & Registration Guide that* contains more specific information related to registration. This guide is provided at the time of admissions to the College and can be accessed online at www.sccsc.edu/resources/publications.aspx. Students can learn more about SCC student resources and services at www.sccsc.edu/studentlife/orientation.

Parking
Students must register their vehicles and display a current parking permit as directed. Permits are available at no cost to students and are valid for one academic year.

Records and Transcripts
All inquiries about grades, transcripts and records should be directed to the student records office located in room 156 of the Dan L. Terhune Student Services Building.

Release of Student Information

General

Spartanburg Community College maintains accurate and confidential student records and recognizes the right of students to gain access to their academic records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (Buckley Amendment) and College policy. Amendments to FERPA under section 507 of the U.S. Patriot Act of 2001 also apply to the release of student records. Further information about access to student records is available in the Student Planner & Handbook.

Release of Student Records

Transcripts are released only with written permission of the student. Students may request that copies of their transcripts be sent to individuals or institutions, or they may secure copies for their own use. The College does not forward transcripts received from high schools and other colleges, or provide copies of transcripts to the student.

A student has the right to review his or her own official record and may question any inaccurate or misleading information and request correction or deletion of that data from the files. If an error cannot be readily substantiated, the student may refer to the Student Grievance Procedure for due process procedures. If the grievance committee denies the student's request, he or she will be permitted to append a statement to the permanent record in question, showing the basis for their disagreement with the denials.

Parents of a dependent student have right of access to that student's record, provided they can show proof of dependency (according to Internal Revenue Code of 1954) and sign the appropriate affidavit, available in the records office. Acceptable proof is the parents' most recent federal tax return.

Directory Information

The following directory information may be made available to the public by the College unless students notify the records office in writing by the third week of the term that such information is not to be made available.

1. Student's name
2. Major field of study or program
3. Dates of attendance (enrollment status - full-time, part-time)
4. Awards earned

Transcripts and information not specified under "directory information" is released only with written permission of the student.

Student Recruiting Information

The Omnibus Consolidated Appropriations Act 1997, which includes the Solomon Amendment, requires institutions receiving Title IV Campus-Based Funds to report the following directory information on students 17 years of age or older, upon request, to the military:

-Name
-Address
-Telephone listing
-Date and place of birth
-Level of education
-Academic major
-Degrees received
-The educational institution in which the student most recently was enrolled

If a student desires that the above information not be released, he or she should request a non-disclosure form in the records office within the first five days of the term.

U.S. Patriot Act of 2001

The U.S. Patriot Act of 2001 permits educational institutions/agencies to disclose "personally identifiable" information without the student or parent consent. It is not necessary to keep a record of the disclosure or to notify the student or parent of the disclosure.

This recent amendment to FERPA permits educational agencies and institutions to disclose –without the consent or knowledge of the student or parent– personally identifiable information from the student's educational records to the Attorney General of the United States or his or her designee.

SCC*Online*

SCC*Online*, the College's distance learning program located in the Tracy Gaines Learning Resource Center (LRC), provides students with alternative ways of taking college credit courses. Online course offerings provide students with flexible options where and when they work on their courses. SCC*Online* courses are included in the college course schedule, and the registration process is the same as for a regular course. SCC*Online* also provides technical support and training for faculty and students using Blackboard, the college's online course management system.

Each semester, a variety of online course sections (over 85) is offered to students. Online courses allow students to take classes from home and the flexibility to work on class assignments during free time.

SCC*Online* also broadcasts classes to off-site locations including the SCC Cherokee County Campus in Gaffney, the SCC Tyger River Campus in Duncan and to other technical colleges across the state. Broadcast classes similar to traditional classes: the instructor and students on the central campus interact with off-site students through two-way audio and video links. Broadcast classrooms on the SCC central campus are located in the Tracy J. Gaines Building, rooms G-12 and G-13; on the Tyger River Campus in the Tyger River Building, room 105; and on the Cherokee County Campus in the Harvey S. Peeler, Jr. Academic Building , room 108, and in the SCC Foundation Cherokee Business Training Center, room 107.

SCC*Online* also offers several online certificate and degree options, including the Associate in Arts, Associate in Science, Management, Management with Fire Service Electives, Management with Marketing electives, Interpreter Training and Palmetto Professional Landscape Certificate. Students enroll in these degree programs the same way as for other degrees.

SCC*Online* also broadcasts classes to our two off-campus sites at Cherokee County and Tyger River and to other technical colleges around the state. The broadcast classes are like regular classes: the instructor is in the classroom at the main campus with the local students. Two broadcast classrooms are located in the LRC building - G-12 and G-13.

For more information, visit the SCC*Online* web site at: online.sccsc.edu, or contact the SCC*Online* office at (864)592-4961, toll free 1-888-364-9080, or send e-mail to scconline@sccsc.edu.

SCC Student Ambassadors

SCC Student Ambassadors are currently enrolled students selected to represent the College to prospective students and to the community throughout the academic year. Students are selected for their academics, service and commitment. Those interested in applying for this honor must complete an online application, have faculty referrals, maintain a minimum cumulative 2.5 GPA at SCC and attend an interview. Being an SCC Student Ambassador is a paid, part-time position. For more information, contact Keshia Jackson at (864) 592-4216 or visit the SCC website at www.sccsc.edu/recruit.

Services to Students with Disabilities

Student Disability Services Center

This office acts as an advocate for students with disabilities who self identify and provide supporting documentation, ensuring that they have access to all College programs and services. Students with disabilities who may need reasonable accommodations, auxiliary aids and services, or support services are encouraged to inform their admissions counselor or contact the coordinator of disability services prior to the beginning of the term that they require accommodations. Students are encouraged to register early so the accommodation plan can be developed. Please contact Geraldine Brantley, coordinator of Student Disability Services at (864) 592-4818 or visit the office located in the Student Services Building, room 118.

Student Activities

The College considers out-of-class programs to be a vital part of the educational process. Students are encouraged to participate in the programs that stress leadership and training, service to the college and the community, self-directed activity, the experience of sharing interests, and the opportunity to interact with those from different cultural backgrounds. The college sponsors many extracurricular activities during the year and encourages student participation in these programs.

Student Copiers

Spartanburg Community College has six student coin-operated copying machines for student, faculty and staff use. Cost is ten cents (.10) per page. The machines are located in the following areas:

SCC Central Campus
- Library in the Library Learning Resources Center
- East Building outside the The Learning Center
- West Building canteen
- Squires Internet Cafe in the Health Sciences Building

SCC Tyger River Campus
- Tyger River Building - Library

SCC Cherokee County Campus
- Cherokee Campus Library

Copier Refunds for Students
Refunds for student copiers are provided in the Spartanburg Community College libraries.

Student Due Process

Student grievance procedures, procedures related to student due process, and the student code are printed in the *SCC Student Planner & Handbook*.

Success Network

Success Network is an academic support program available to eligible SCC students. The goal of Success Network is to help students stay in school, graduate with college degrees, and continue their education by transferring to four-year colleges and universities. In order to help students succeed at SCC, Success Network offers many academic and career-related services such as tutoring, assistance with study skills, college transfer planning, campus visits to four-year colleges, peer mentoring, assistance with career development needs, cultural enrichment activities, and membership in the Success Network Club.

To join Success Network, SCC students must be enrolled in a degree program and/or plan to transfer to a four-year college or university. Additionally, students must meet at least one of the following eligibility requirements:

- Be a first generation college student (neither parent has a 4-year college degree or the custodial parent in a single-parent family does not have a 4-year college degree)

OR

- Currently reside in an economically disadvantaged household (Success Network will help students determine if they meet this criteria)

OR

- Have a documented disability

Success Network is available to answer any questions an individual may have regarding his/her eligibility for the program. Students must complete an application packet to be considered for membership in Success Network. Application packets may be obtained from the Success Network office or from our website www.sccsc.edu/Success. Students may contact the Success Network staff in person in Suite 174 of the Dan L. Terhune Student Services Building, by phone at (864) 592-4780, or on the College's website at www.sccsc.edu/Success.

Success Network is a Student Support Services program funded 100 percent through a federal TRIO grant in the amount of $285,418 by the U.S. Department of Education.

Testing Center

The SCC Testing Center provides SCC faculty and students a convenient, secure, and distraction-free environment conducive to a positive testing experience. Housed in the East Building (room E3) on the central campus, the Center offers a range of assessment services including make-up testing and proctored online testing for students at SCC as well as at other colleges nationally. Instructors in need of testing services should call (864) 592-4966 or (864) 592-4284 or visit "Ask-A-Proctor" at www.sccsc.edu/resources/testing. Hours of operation for the central campus are posted in the Center each semester and on the website. Comparable testing services are also available at the SCC Cherokee County Campus (call 864-206-2713) and SCC Tyger River Campus (call 864-592-6190) by appointment. The SCC Tyger River Campus testing center is located adjacent to the library in the Tyger River Building and is open Monday - Thursday 8:00 a.m. - 9:00 p.m., and Friday 8:00 a.m. - 1:30 p.m.

The Rita Allison Learning Center (TLC)

Located in the East Building in Rooms E2 and E5 and E6, the Rita Allison Learning Center (TLC) at SCC combines several student support functions in a convenient, centralized location on the central campus. TLC offers students academic support via one-on-one and group tutorials in many academic subjects, an open computer lab with skilled lab assistants, and an anatomy and physiology lab staffed by a tutor and science faculty. No appointment is necessary; walk-ins are assisted on a first-come basis. Instructors are urged to schedule a class visit for orientation to the TLC early in the semester to encourage students to use the Center's services often. To schedule a class orientation, please call (864) 592-4715. TLC provides academic tutoring in mathematics, English, accounting, American Sign Language, Spanish and the sciences. The Center also provides 65 computers for academic use, equipped with Microsoft Office software (including Excel, Access, Publisher, PowerPoint, OneNote and Word), course-specific software, high speed Internet connections with access to library databases and Visual Basic. "Ask-A-Tutor" and "Ask-A-Geek" allow online students to submit papers or questions to tutors and lab assistants at www.sccsc.edu/TLC. Tutoring services are also available at the SCC Cherokee County Campus and SCC Tyger River Campus. Hours of operation are posted on the website for all locations each semester.

Vending

Vending machines are located in each student canteen area. They provide a selection of drinks, chips, candy, pizza and cold sandwiches. Vending refunds are available on the central campus in the Book Inn (the campus bookstore) located on the ground floor of the Dan L. Terhune Student Services Building. Refunds are available on the SCC Cherokee County Campus in room 125 of the Harvey S. Peeler, Jr. Academic Building . Refunds on the SCC Tyger River Campus are available during the day in room 206 in the Tyger River Building and room 114 in the BMW Center; during the evening in the lobby of the Tyger River Building.

The Cuppa Cabeana is SCC's very own student operated coffee shop and deli. A wide selection of hot and cold espresso drinks, sodas, snacks, breakfast items, salads and sandwiches are available for purchase. Located in the lobby of the Library Learning Resource Building, hours of operation are 7:30 am-6 pm, Monday-Thursday.

College Costs

College Costs

Tuition

Full-time Students (12 -15 credit hours)

Spartanburg and Cherokee County Residents	$1,820 per semester
Union County Residents	$2,093 per semester
Out-of-County Residents	$2,275 per semester
Out-of-State Residents	$3,758 per semester
Out-of-Country or International Residents	$3,758 per semester

Full-time Students (taking more than 15 credit hours)

Spartanburg and Cherokee County Residents	$152 per credit hour
Union County Residents	$174 per credit hour
Out-of-County Residents	$190 per credit hour
Out-of-State Residents	$313 per credit hour
Out-of-Country or International Residents	$313 per credit hour

Part-time Students (taking fewer than 12 credit hours)

Spartanburg and Cherokee County Residents	$152 per credit hour
Union County Residents	$174 per credit hour
Out-of-County Residents	$190 per credit hour
Out-of-State Residents	$313 per credit hour
Out-of-Country or International Residents	$313 per credit hour

Fees

Enrollment Fee (non-refundable if students attend class)	$50 per semester
Lab Fee (assessed for each class with a lab)	$15 per course

Tuition Waiver for Senior Citizens - South Carolina residents age 60 or over who are not employed full time may enroll at no charge on a space-available basis. The student must meet applicable prerequisites and is responsible for the purchase of books and supplies.

Fees and Expenses

Other fees -

- *Application fee :* A $25 non-refundable application fee is required in order to submit an application to SCC. This fee does not guarantee admission to the College. Please check the SCC website at www.sccsc.edu/admissions/apply/appfee.aspx for the most updated information.
- *Credit by examination and/or experiential learning fee:* $50 per course for exam or evaluation
- *Credit Card Convenience fee:* $15 per transaction
- *Enrollment fee:* A $50 enrollment fee will be charged to each student, each term (regardless of the number of credit hours). This fee covers non-instructional support costs. This fee is non-refundable unless the student withdraws prior to the start of classes.
- *Lab fee:* $15 per course with a required lab.
- *Late Registration fee:* $75 for registration after scheduled deletion date.
- *Payment Plan Administrative fee (non-refundable):* $30
- *Payment Plan Late fee:* $50 per late payment
- *Returned checks fee:* $25 per incident in addition to any fee charged by the bank

The Spartanburg County Commission for Technical & Community Education may change tuition and fees without notice. For an updated listing of current SCC fees for full-time and part-time students, visit the SCC website at www.sccsc.edu.

Textbooks and Supplies
Students are responsible for all book and supply costs in addition to tuition and fees. Program specific fees may be required. Books and supplies are an additional fee.

Residency Information* - *please refer to page 27.

Payment of Fees

Payment Due
All tuition and fees are payable when due. A student may not attend class until financial obligations are resolved. All equipment, library books, and other college-owned property must be returned when due. A student's academic award (degree, diploma, or certificate) and transcript will not be released until all fees are paid and college-owned property has been returned.

Payment Methods
The College accepts cash, first-party checks, e-checks, money orders, and cashier's checks for payment of all fees. Students may also charge fees to American Express, VISA, MasterCard and Discover credit or debit cards. Credit card and e-check payments may be made online via WebAdvisor. A $15 convenience fee will be added per transaction for tuition payments paid by credit or debit card. A $75 late registration fee will be assessed for registration done after scheduled deletion date.

Sponsorship
Tuition may be billed to a sponsoring business. This sponsorship must be supported by a letter on company letterhead or a company purchase order and is subject to verification by the College. Sponsorship documentation must be received in the business office for each academic term.

Tuition Payment Plan
Students may apply for a tuition-only payment plan. Students must not have an outstanding debt from a prior term.

Spartanburg Community College's tuition payment plan requires a $30 non-refundable handling fee in advance, along with the first payment before the scheduled deletion date or the start of class. The remaining balance is payable in two payments on dates determined according to the academic calendar and included in the agreement.

A $50 late fee will be applied for each payment not received by the due date listed on the payment plan agreement signed by the student. The amounts of the payments and due dates of the payments are pre-determined and are not negotiable.

Financial Aid
Students may use their financial aid award(s) (excluding Federal Work Study, FWS) to pay tuition and fees and to make purchases in the Book Inn. Important dates will be printed in the *SCC Student Planner & Handbook* and the *SCC Enrollment & Registration Guide.* Students may verify that financial aid will pay tuition and fees by going to WebAdvisor in the SCC Portal to view their account under "Student Account Balance." Students should check their account balance each semester prior to the fee payment deadline. In the event there is not enough financial aid to cover tuition and fees, the student must pay the balance by the due date.

If a student has a credit balance remaining after tuition, fees, book and/or supply expenses have been paid, a check will be mailed to him or her. Address information should be updated in the SCC records office.

Student Refund / Term Withdrawal / Federal Return of Funds

It is the policy of Spartanburg Community College that students or sponsoring agencies/programs receive a fair and equitable refund of tuition charges if a student withdraws from a term or a full-time student reduces the number of credit hours to below 12 credit hours. Federal financial aid recipients are defined as those students who receive Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Direct Loans and/or aid through the Success Network. Institutional costs include tuition, fees and charges made in the Book Inn using federal financial aid.

I. Official Withdrawal

Official term withdrawal is defined as a student's formal notification of his or her intent to withdraw from all courses for a term. A student's withdrawal date is defined as the actual date the student submits information to student records to drop a course or courses. To officially withdraw from a course or courses, a student must provide official notice to student records electronically or in person.

A federal financial aid recipient who does not officially withdraw for a term or abandons all courses will be considered as having completed 50 percent of the term for calculating the amount of aid to be returned to the federal government based on Section III and will not be eligible for a refund based on the College's refund policy as outlined in Section II.

II. College Refund Policy

To receive a refund of tuition and eligible fee charges, a student must officially withdraw from the term as outlined in Section I or a full-time student must reduce the number of credit hours to below 12 credit hours during the refund period or a part-time student must reduce the number of credit hours during the refund period.

The refund percent is based on the date student records receives notification from the student. Tuition and eligible fee charges for a term will be refunded at the following rate:

Fall and Spring Terms

Refund Percent	*Withdrawal or Net Reduction of Credit Hours*
100%	1st - 5th calendar day of the term
75%	6th - 12th calendar day of the term
50%	13th - 19th calendar day of the term
0%	after the 19th calendar day of the term

The number of calendar days used to calculate refunds will be pro-rated for terms that vary in length from the traditional term.

If the calculated refund dates fall on a day that the college is closed, the date will be moved forward to the next day the college is open.

A federal financial aid recipient who withdraws from a term and is eligible to receive a refund will have the refund amount applied toward the outstanding debt the student owes the College based on the return of fund procedure outlined in Section III.

Non-federal financial aid recipients who withdraw from a term will have the refund amount returned to the sponsoring agencies/programs in the following priority not to exceed the awarded amount:

1. Private (alternative loans)
2. Sponsorships
3. Tuition Waivers
4. SCC Scholarships
5. Outside or Community Scholarships
6. LIFE Scholarship
7. S.C. Need Based Grant
8. Other Aid or Assistance
9. Lottery Tuition Assistance

Financial aid recipients who are eligible at the time of disbursement and later reduce the number of credit hours during the refund period will receive a tuition refund. A student's satisfactory academic progress and future eligibility for financial aid programs will be based on the number of credit hours enrolled at the time of disbursement.

III. Return of Federal Financial Aid

A student's federal financial aid eligibility must be recalculated for students who withdraw, drop out, are dismissed or take a leave of absence prior to completing 60 percent of a term. A student enrolled in at least one class during the full term will have the recalculation for all classes based on the date for the full term.

The recalculation of eligibility is based on the percent of earned aid using the following formula:

$$\text{Percent of aid earned} = \frac{\text{Number of calendar days completed in the semester}}{\text{Total number of calendar days in the semester}}$$

Federal financial aid must be returned to the federal government based on the percent of unearned aid using the following formula:

Aid to be returned = (100-percent - percent of aid earned) X the amount of federal financial aid disbursed

The amount of aid to be returned is the responsibility of the College and the student. However, the student will be responsible for repaying the College for the amount that the College was required to return on his or her behalf less any refund that the student is eligible for under Section II. Therefore, a student who does not complete at least 60 percent of a term will owe a repayment to the College and/or the federal government for the amount of unearned federal financial aid.

A student who owes the College may not be permitted to register for a subsequent term or obtain an official academic transcript until the debt is paid. Payment should be made to the business office. A student who owes the federal government may be reported to the U.S. Department of Education and be required to provide documentation of a satisfactory payment arrangement before federal or state financial aid eligibility is restored.

Notes

Academic Procedures

Academic Policies

Academic Advising

Students enrolled in academic programs are advised by faculty and staff on matters of career choices, course selection and academic progress.

Academic Standards of Progress (Notification, Warning, Probation, Suspension)

A term grade point average (GPA) of 2.0 shall be used at each technical/community college to determine satisfactory academic standing. Students who fall below this standard will be subject to institutional intervention strategies.

- Notification

A student is notified in writing by the Vice President of Student Affairs of his or her academic warning, academic probation and academic suspension status when his/her term GPA falls below 2.0. Under performing students are encouraged to meet with his/her advisor or an Early Alert Counselor to develop written strategies to improve their academic performance except when returning from academic suspension where the recommendation is a mandatory requirement.

- Academic Warning

Students whose term GPA is less than 2.0 after the academic warning will be placed on academic probation for the next term of enrollment. Students whose term GPA is 2.0 or higher after the academic warning but have a program GPA less than 2.0 will remain on academic warning. Students whose term GPA is 2.0 or higher after the academic warning term and have a program GPA of 2.0 or higher will be removed from academic warning.

Academic programs with additional academic requirements publish those requirements in the departmental handbook that is provided to students upon enrollment.

- Academic Probation

Students whose term GPA is less than 2.0 after academic probation will be placed on academic suspension. Students whose term GPA is 2.0 or higher after the academic probation term but have a program GPA less than 2.0 will remain on academic probation. Students whose term GPA is 2.0 or higher after academic probation and have a program GPA of 2.0 or higher will be removed from academic probation.

- Academic Suspension

Students removed from academic suspension and allowed to register are placed on academic probation and are subject to academic suspension again if they fail to earn at least a 2.0 term GPA during the next period of enrollment.

Add/Drop Period

The add/drop period is the first five instructional days of the fall, spring and full summer terms. The add/drop period for the FlexStart terms in the fall and spring and the summer is the first two-three (2-3) instructional days of the term depending on the term. During the add/drop period students may drop courses without academic penalty and students may add only courses that have not yet met. Admittance to courses that have already met (including hybrid and online) is at the discretion of the department chair. Students who register for a course but who do not attend a face-to-face class or email an online course instructor before the published deadline will be dropped from the course for not attending. No grade will be assigned for courses dropped for no attendance and a full refund of tuition excluding the enrollment fee will be processed. Courses dropped during the add/drop period will not appear on transcripts. Students may be reinstated in a class at the

discretion of the department chair. During the first 75 percent of the course, a student may drop a class through WebAdvisor or go to the student records office to complete a drop form. A grade of W will be awarded. A student or an instructor cannot initiate a drop during the last 25 percent of the course except in extenuating circumstances, with documentation approved by the appropriate department chair and academic dean. Go to the SCC website (www.sccsc.edu/quicklinks-transcripts&records) to review the drop procedure for students

Auditing a Course

Auditing a course allows a student to attend a course without receiving credit. Students may not change status (credit to audit or audit to credit) after the add/drop period. Students who previously audited a course must register for and pass the course in order to receive credit for the course. Students may not receive credit by examination for previously audited courses. Students auditing a course pay the same fees as students taking the same course for credit.

Attendance

Students are responsible for punctual and regular attendance in all classes, laboratories, clinicals, practica, internships, field trips and other class activities. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and for completing missed work if approved for late submission by instructors.

Tardiness - Students are tardy if not in class at the time the class is scheduled to begin. Students who are tardy are admitted to class at the discretion of the instructor. Course syllabi and, if applicable, program handbooks reflect attendance and tardiness policies.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student who stops attending class and fails to initiate a withdrawal will remain on the class roster. A student who does not complete an assignment, test, or final exam in the course will receive a zero for each missing grade and the final course grade will be calculated accordingly.

Absences for Religious Holidays

Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

(1) Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) an instructor-approved plan which outlines the make up of activities and assignments.

(2) Observance of religious holidays resulting in four or more consecutive absences: Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop an instructor-approved plan which outlines the make up of activities and assignments.

Dropping Courses

Students who drop a course after the add/drop period will receive a "W." Students are responsible for dropping classes. Students who exceed absences are responsible for dropping classes or they will receive a grade of "F" for the class. Students receiving financial aid should contact the financial aid office prior to dropping a course. Students may drop a course until 75 percent of the term has elapsed. Drop dates are posted in the records office and also on the SCC website at www.sccsc.edu.

Course Overload Policy

Students may not normally enroll for more than 18 semester credit hours. Students who have a 3.0 GPA may enroll in more than 18 semester credit hours only with permission of the department chair and academic dean. During the summer, students may not enroll in more than 15 total semester credit hours unless specifically required in their academic program. This total includes all classes taken during all summer terms in a single year. Students who have a 3.0 GPA may enroll in more than 15 semester credit hours during the summer only with permission from the department chair and academic dean.

Dean's List

To qualify for the dean's list, students must

- have declared a major
- be enrolled in at least 12 semester program credit hours for fall or spring semester or nine semester program credit hours in the summer (excluding audited courses)
- have earned a grade point average of 3.50 with no course grade lower than a "C." A grade of "I" automatically excludes students from the dean's list.

Grades

Final Grade Review

Course grades are final when filed by the instructors. A student may request a review of a final grade if he or she believes the instructor erred in assigning the grade. The SCC records office will adjust the student's transcript if the review confirms that an error was made. The student must request the review by the last day of the following full term. A checklist is available through the records office to initiate this review.

Grading System

Spartanburg Community College uses the following system of grades:

		Quality Points	*Used in GPA Calculation*	*-Credit Hours Awarded*
A	Excellent	4	Yes*	Yes
B	Above Average	3	Yes*	Yes
C	Average	2	Yes*	Yes
D	Below Average	1	Yes*	Yes
F	Failure	0	Yes*	No
W	Withdrawn	0	No	No
E	Exempt	0	No	Yes
I	Incomplete	0	No	No
AU	Audit	0	No	No
TR	Transfer Credit	0	No	Yes

**Zero-level transitional studies course grades are not used in grade point average (GPA) computation.*

**An "I" grade is given by an instructor when it is appropriate to allow a student the opportunity to complete required course work after the term has officially ended. An "I" grade may be given only when the instructor determines that unusual and extenuating circumstances beyond the student's control prevented completion of the course during the term. A student receiving "I" grade should outline a plan for the submission of work with the instructor. The student must complete outstanding work at least one week prior to the last day of the next full term (fall, spring, summer) in order for the instructor to have adequate time to grade it and submit the final grade before the deadline. The instructor must submit a grade change from "I" to a standard grade (A, B, C, D or F) by the end of the working day on the last day of the subsequent full semester. Otherwise, the "I" grade is changed automatically to an "F." In some programs, students may be required to complete outstanding work in a shorter period of time to continue in the program. The date of the completion, in this case, is to be determined by the instructor and the records office will enter the date. Completion dates assigned are not to extend past subsequent term.

Repeated Grade Policy

If a student repeats a course, the first grade will remain on the transcript. Only the highest grade obtained for the course will be used to calculate the grade point average. In determining satisfactory academic progress, the financial aid office must count all course work completed. A student may repeat a course but the repetitions will count toward the length of eligibility.

Graduation

To be eligible for graduation from Spartanburg Community College, a student must fulfill the following:

1. Apply for and be accepted into the program in which he or she is applying for graduation.
2. Complete all program course requirements in the applicable catalog. A student must complete a minimum of 25 percent of the total hours required in the program through instruction by the College.
3. Earn a grade point average of at least 2.0 in the courses applicable toward graduation.
4. Resolve all financial obligations to the College and return all materials.
5. Make formal application for graduation in the records office by the publicized graduation deadline date. (The deadline to apply for graduation is posted in various locations on campus and is printed in the *Student Planner & Handbook*.)
6. Obtain graduation approval from the department chair or academic dean. Graduation exercises are held once a year. Students should apply for graduation during the semester they plan to graduate. Awards (degrees, diplomas and certificates) can be picked up by students or are mailed approximately three weeks following the graduation ceremony. Information related to graduation is available in the student records office.

Awarding Multiple Degrees, Diplomas and Certificates

Students may complete multiple degree, diploma and certificate programs. Students earning more than one award in the same general field of study in the same semester will receive the award for the highest program level only.

Semester System

Classes are generally scheduled for 15 weeks in the fall and spring semesters and for either 9-10 weeks or 4-5 weeks during the summer semesters.

Transitional Studies

The Transitional Studies Department offers a variety of courses to enhance students' academic abilities. Most of the courses in Transitional Studies are basic skills courses in grammar, writing, reading and mathematics. Other course offerings in the department include "bridging" courses and pre-entry courses.

Basic Skills Courses

Transitional Studies Basic Skills courses are offered both day and evening. Most classes are offered in a traditional "lecture" format; however some classes may include a variety of programmed instructional materials. Basic skills courses (zero-level) carry institutional credit but cannot be used to satisfy program requirements for graduation. The zero-level course numbers do not indicate levels of difficulty.

"Bridging" Courses

Transitional Studies "bridging" courses are designed specifically to help students acquire additional skills and discipline in order to be successful in curriculum courses. "Bridging" courses are taught in a lecture format and include a greater degree of academic rigor than Basic Skills courses. These courses are also non-degree credit (they may or may not be credited toward graduation for a diploma or certificate program, but they cannot be credited toward graduation for a degree program).

Pre-entry Courses

Some of the College's curriculum programs require that students meet certain entry requirements prior to acceptance into the program. Most students will have met these requirements in high school or at another college. However, in some cases the student may lack a specific course which is required for entry into a curriculum. Transitional Studies offers several courses which enable students to meet these entry requirements. These courses are non-degree credit courses (they may or may not be credited toward graduation for a diploma or certificate program, but they cannot be credited toward graduation for a degree program).

Withdrawal from a Term

A student who wishes to withdraw from a term (all courses) should meet with his or her advisor. If the advisor is not available, the student should meet with the program department chair or academic dean. Students receiving financial aid should refer to Student Refund/Term Withdrawal/ Federal Return of Funds in the College Costs section of this catalog.

SCC Programs of Study

SCC Programs of Study Chart

Program of Study & EEDA Career Cluster	Level	Program Start	Minimum Program Length	Page Nos.
ASSOCIATE DEGREES & UNIVERSITY TRANSFER				
Associate in Arts (University Transfer Program) Career Cluster: All 16 clusters apply	Associate	Any	4 terms (day) 6 terms (evening) 4 terms (Internet/online)	85, 91-93
Associate in Arts with Business Electives (University Transfer Program) Career Cluster: Marketing, Sales & Services; Business, Management & Administration; Finance	Associate	Any	4 terms (day) 6 terms (evening)	85, 94
Associate in Arts with Digital Design Electives Career Cluster: Arts, AV Technology & Communications	Associate	Any	4 terms (day) 6 terms (evening)	85, 95
Associate in Arts with Early Childhood Education Electives Career Cluster: Education & Training	Associate	Any	4 terms (day) 6 terms (evening)	85, 96
Associate in Arts with Elementary Education Electives Career Cluster: Education & Training	Associate	Any	4 terms (day) 6 terms (evening)	85, 98
Associate in Arts with Middle Grades Education Electives Career Cluster: Education & Training	Associate	Any	4 terms (day) 6 terms (evening)	85, 99
Associate in Arts with Secondary Education Electives Career Cluster: Education & Training	Associate	Any	4 terms (day) 6 terms (evening)	85, 100
Associate in Arts with Special Needs Education Electives Career Cluster: Education & Training	Associate	Any	4 terms (day) 6 terms (evening)	85, 102
Associate in Science (University Transfer Program) Career Cluster: All 16 clusters apply	Associate	Any	4 terms (day) 6 terms (evening) 4 terms (Internet/online)	85, 103
Associate in Science with Middle Grades Education Electives Career Cluster: Education & Training	Associate	Any	4 terms (day) 6 terms (evening)	85, 105
Associate in Science with Pre-Chiropractic Electives Career Cluster: Health Sciences	Associate	Any	4 terms (day, evening)	85, 107
Associate in Science with Pre-Engineering Electives Career Cluster: Science, Technology, Engineering and Mathematics	Associate	Any	5 terms (day) 7 terms (evening)	85, 108
Associate in Science with Secondary Education Electives Career Cluster: Education & Training	Associate	Any	4 terms (day) 6 terms (evening)	85, 109
General Studies Transfer Certificate In Arts & Sciences Career Cluster: All 16 clusters apply	Certificate	Any	2 terms (day or evening)	85, 112
AUTOMATED TECHNOLOGY/ROBOTICS				
Automated Manufacturing Technology Career Cluster: Manufacturing	Associate	Any	5 terms (day) 6 terms (evening)	86, 113
AUTOMOTIVE				
Automotive Technology - Automotive Service Technology Career Cluster: Transportation, Distribution & Logistics	Associate	Fall	6 terms (day)	86, 115
Automotive Technology Ford ASSET Career Cluster: Transportation, Distribution & Logistics	Associate	Fall	6 terms (day)	86, 116

Program of Study & EEDA Career Cluster	Level	Program Start	Minimum Program Length	Page Nos.
Ford MLR (Maintenance and Light Repair) Career Cluster: Transportation, Distribution & Logistics	Certificate	Fall	3 terms (day or evening)	86, 118
Production Associate Technology I Career Cluster: Agriculture, Food & Natural Resources; Transportation, Distribution & Logistics; Architecture & Construction; Manufacturing; Engineering & Mathematics	Certificate	Fall	Minimum 1 term (day)	86, 119
Production Associate Technology II Career Cluster: Agriculture, Food & Natural Resources; Transportation, Distribution & Logistics; Architecture & Construction; Manufacturing; Engineering & Mathematics	Certificate	Fall	Minimum 4 term (day)	86, 120
Production Associate Technology-General Technology Career Cluster: Agriculture, Food & Natural Resources; Transportation, Distribution & Logistics; Architecture & Construction; Manufacturing; Engineering & Mathematics	Associate	Any	5 terms (day)	86, 121
BIOTECHNOLOGY				
Pre-Biotechnology (Phase I) Career Cluster: Law, Public Safety, Corrections & Security	Certificate	Any	2 terms (day) (day or evening)	85, 123
BUSINESS & MANAGEMENT				
- ACCOUNTING				
Accounting Career Cluster: Government & Public Administration; Business, Management and Administration; Finance	Associate	Fall, Spring	5 terms (day) 6 terms (evening)	85, 124
Accounting with Information System Electives Career Cluster: Business, Management & Administration; Finance	Associate	Fall, Spring	5 terms (day)	85, 125
Accounting Specialist Career Cluster: Government & Public Administration; Business, Management & Administration; Finance	Certificate	Fall, Spring	3 terms (day) 3 terms (evening)	85, 127
- ADMINISTRATIVE				
Administrative Office Technology Career Cluster: Law, Public Safety, Corrections & Security; Marketing, Sales & Services; Business, Management & Administration; Human Services	Associate	Fall, Spring	6 terms (day or evening)	85, 128
Administrative Office Technology with Legal Electives Career Cluster: Law, Public Safety, Corrections & Security; Government and Public Administration	Associate	Fall, Spring	5 terms (day)	85, 129
Administrative Office Technology –Medical Career Cluster: Health Science	Associate	Fall	5 terms (day)	85, 131
Administrative Support Career Cluster: Business, Management & Administration	Certificate	Fall, Spring	3 terms (day, evening)	85, 132
Pre-Paralegal (Phase I) Career Cluster: Law, Public Safety, Corrections & Security	Certificate	Fall	2 terms (day)	85, 133
- ENTREPRENEUR				
Entrepreneurship Career Cluster: Business, Management & Administration	Certificate	Any	2 terms (day, evening, online)	85, 134
- MANAGEMENT				
Management Law, Public Safety, Corrections & Security; Agriculture, Food & Natural Resources; Marketing, Business, Management & Administration; Finance; Sales & Service; Hospitality & Tourism	Associate	Fall, Spring	5 terms (day) 6 terms (evening) Internet/online	85, 135
Management with Culinary Arts Electives Career Cluster: Hospitality & Tourism; Business, Management & Administration	Associate	Fall, Spring	5 terms (day) 6 terms (evening)	85, 136
Management with Fire Service Electives Career Cluster: Law, Public Safety, Corrections & Security; Business, Management & Administration	Associate	Fall, Spring	5 terms (day), 6 terms (evening), Internet/online	85, 137
Management with Information Technology Electives Career Cluster: Law, Public Safety, Corrections & Security; Business, Management & Administration; Information Technology	Associate	Fall, Spring	5 terms (day) 6 terms (evening)	85, 139

Program of Study & EEDA Career Cluster	Level	Program Start	Minimum Program Length	Page Nos.
Management with Marketing Electives Career Cluster: Marketing, Sales & Service; Hospitality & Tourism; Business, Management & Administration; Finance	Associate	Fall, Spring	5 terms (day) Internet/online	85, 140
Management with Medical Electives Career Cluster: Business Management & Administration; Health Sciences	Associate	Fall, Spring	5 terms (day)	85, 141
CARDIOVASCULAR				
Pre-Cardiovascular Technology (Phase I) Career Cluster: Health Sciences	Certificate	Any (day or evening)	2 terms	85, 143
CHIROPRACTIC				
Pre-Chiropractic Career Cluster: Health Sciences	Certificate	Any	2 terms (day or evening)	85, 144
COMMUNICATION				
Communication Career Cluster: All 16 clusters apply	Certificate	Fall	2 terms (day or evening) Internet-based (online)	85, 145
COMPUTER TECHNOLOGY				
Computer Support Specialist Career Cluster: Information Technology	Certificate	Fall	3 terms (day) 4 terms (evening)	85, 147
Computer Technology Career Cluster: Information Technology; Business, Management & Administration	Associate	Fall, Spring	6 terms (day, evening)	85, 148
Computer Technology with Health Care Information Management and Systems Electives Career Cluster: Information Technology; Business, Management & Administration	Associate	Fall, Spring	6 terms (day, evening)	85, 150
Computer Technology with Information Management and Systems Electives Career Cluster: Information Technology; Business, Management & Administration	Associate	Fall, Spring	6 terms (day, evening)	85, 151
Computer Technology with Networking Electives Career Cluster: Information Technology; Arts, A/V Technology & Communications; Business, Management & Administration; Science, Technology, Engineering & Mathematics	Associate	Fall, Spring	6 terms (day, evening)	85, 152
Networking Operations Career Cluster: Arts, A/V Technology & Communications; Business, Management & Administration; Information Technology; Science, Technology, Engineering & Mathematics	Certificate	Fall	3 terms (day) 3 terms (evening)	85, 154
Software Development and Database Administration Career Cluster: Information Technology; Business, Management & Administration	Certificate	Fall	3 terms (day) Internet/online	85, 155
- DIGITAL DESIGN (GRAPHIC & WEB DESIGN) Digital Design Career Cluster: Arts, AV Technology & Communications	Certificate	Fall	3 terms (day)	85, 156
Digital Design - General Technology Career Cluster: Arts, AV Technology & Communications	Associate	Any	6 terms (day)	85, 157
CULINARY				
Culinary Fundamentals Career Cluster: Hospitality & Tourism	Certificate	Fall Spring	1 term (day) 1 term (evening)	85, 159
Culinary Arts Career Cluster: Hospitality & Tourism	Certificate	Fall Spring	3 terms (day) 3 terms (evening)	85, 160
DENTAL				
Expanded Duty Dental Assisting Career Cluster: Health Science	Diploma	Fall, Spring	3 consecutive terms (day)	86, 161

Program of Study & EEDA Career Cluster	Level	Program Start	Minimum Program Length	Page Nos.
EARLY CHILDHOOD DEVELOPMENT				
Early Childhood Development Career Cluster: Education & Training; Human Services	Certificate	Fall, Spring	3-4 terms (day or evening)	86, 163
Early Childhood Development-Advanced Child Care Management-General Technology Career Cluster: Education & Training; Human Services	Associate	Fall, Spring	Varies	86, 164
Early Childhood Development-Director Career Cluster: Education & Training; Human Services	Certificate	Fall, Spring, Summer	1 term	86, 165
Early Childhood Development-Infant Toddler-General Technology Career Cluster: Education & Training; Human Services	Associate	Fall, Spring	Varies	86, 166
Early Childhood Development-Special Education-General Technology Career Cluster: Education & Training; Human Services	Associate	Fall	Varies	86, 167
Exceptional Child- Career Cluster: Education & Training; Human Services	Certificate	Fall, Spring	2 terms	86, 168
Infant Toddler Career Cluster: Human Services; Education & Training	Certificate	Fall, Spring	Varies	86, 169
ELECTRONICS & ENGINEERING TECHNOLOGY				
Architectural Computer Aided Drafting Career Cluster: Architecture & Construction	Certificate	Fall	2 terms (day)	86, 170
Electronics Engineering Technology Career Cluster: Science, Technology, Engineering & Mathematics	Associate	Any	6 terms (day)	86, 171
Engineering Technology - General Technology Career Cluster: Transportation, Distribution & Logistics; Architecture & Construction; Manufacturing; Science, Technology, Engineering & Mathematics	Associate	Any	Varies	86, 174
EMERGENCY MEDICAL TECHNICIAN (EMT)				
Basic Emergency Medical Technician Career Cluster: Health Sciences	Certificate	Any	1 term 146-147	86, 176
Intermediate Emergency Medical Technician Career Cluster: Health Sciences	Certificate	Any	1 term	86, 177
FUNERAL SERVICE				
Pre-Funeral Service Education (Phase I) Career Cluster: Health Sciences	Certificate	Any	2 terms (day or evening)	86, 178
HEALTH SCIENCES/HEALTH CARE				
Health Unit Coordinating Career Cluster: Health Sciences	Certificate	Fall, Summer	2 consecutive terms (day)	86, 179
Health Unit Coordinating with Monitoring Techniques Career Cluster: Health Sciences	Certificate	Fall, Summer	3 consecutive terms (day)	86, 180
Patient Care Technician (PCT) Career Cluster: Health Sciences	Certificate	Spring, Summer	2 terms	86, 181

Program of Study & EEDA Career Cluster	Level	Program Start	Minimum Program Length	Page Nos.
HEATING, VENTILATION, AIR CONDITIONING (HVAC-R)				
Heating, Ventilation, Air Conditioning and Refrigeration Technology Career Cluster: Architecture & Construction; Manufacturing	Certificate	Fall	3 terms (day or evening)	86, 183
Heating, Ventilation, Air Conditioning and Refrigeration Technology -General Technology Career Cluster: Manufacturing	Associate	Any	Varies	86, 184
HORTICULTURE/LANDSCAPE				
Horticulture Technology Career Cluster: Agriculture, Food & Natural Resources; Architecture & Construction	Associate	Fall, Spring	4 terms (day)	85, 185
Landscape Management Career Cluster: Agriculture, Food & Natural Resources; Architecture & Construction	Certificate	Fall, Spring	2 terms (evening)	85, 186
Palmetto Professional Landscape Career Cluster: Agriculture, Food & Natural Resources; Architecture & Construction	Certificate	Any	3 terms (online)	85, 187
INDUSTRIAL				
Industrial Electricity Career Cluster: Manufacturing; Transportation, Distribution & Logistics; Architecture & Construction; Science, Technology, Engineering & Mathematics	Certificate	Fall, Spring	3 terms (day or evening)	86, 188
Industrial Electricity-General Technology Career Cluster: Transportation, Distribution & Logistics; Architecture & Construction; Manufacturing; Science, Technology, Engineering & Mathematics	Associate	Any	Varies	86, 189
Industrial Electronics Technology Career Cluster: Manufacturing; Transportation, Distribution & Logistics; Science, Technology, Engineering & Mathematics	Associate	Fall, Spring	5 terms (day)	86, 190
Industrial Repair Technology Career Cluster: Manufacturing; Transportation, Distribution & Logistics; Architecture & Construction; Agriculture; Food & Natural Resources	Certificate	Any	3 terms (day)	86, 191
Industrial Repair Technology - General Technology Career Cluster: Manufacturing; Transportation, Distribution & Logistics; Engineering & Mathematics Architecture & Construction; Agriculture; Food & Natural Resources	Associate	Any	5 terms (day)	86, 192
INTERPRETING/SIGN LANGUAGE				
American Sign Language Career Cluster: Human Services; Education & Training	Certificate	Fall	3 terms (day, evening) 2 terms (Internet/online)	86, 194
Basic Interpreting Career Cluster: Education & Training; Human Services	Certificate	Fall, Spring	4 terms Internet/online	86, 195
Basic Interpreting-General Technology Career Cluster: Education & Training; Human Services	Associate	Fall or Spring	5 terms Internet/online	86, 196
LANGUAGE				
Spanish Career Cluster: All 16 clusters apply	Certificate	Fall	3 terms (day or evening) Internet/online	86, 198
MACHINE TOOL TECHNOLOGY				
Advanced CNC Career Cluster: Manufacturing	Certificate	Summer	1 term (day)	86, 199
Machine Tool Technology Career Cluster: Manufacturing	Certificate	Any	3 terms (evening)	86, 199
Machine Tool Technology Career Cluster: Manufacturing	Associate	Any	5 terms (day) 6 terms (evening)	86, 200

Program of Study & EEDA Career Cluster	Level	Program Start	Minimum Program Length	Page Nos.
MASSAGE THERAPY				
Therapeutic Massage Career Cluster: Health Sciences; Human Services	Certificate	Fall	3 consecutive terms (evening, weekend, clinical may involve day)	86, 202
MECHANICAL/MECHATRONICS				
Mechanical/Electrical Technology Career Cluster: Agriculture, Food & Natural Resources; Architecture & Construction; Manufacturing; Transportation, Distribution and Logistics	Certificate	Fall	Minimum 3 terms (day)	86, 204
Mechatronics Technology I Career Cluster: Agriculture, Food & Natural Resources; Architecture & Construction; Manufacturing; Transportation, Distribution and Logistics	Certificate	Fall, Spring	2 terms (day or evening)	86, 205
Mechatronics Technology II Career Cluster: Agriculture, Food & Natural Resources; Architecture & Construction; Manufacturing; Transportation, Distribution and Logistics	Certificate	Fall, Spring	2 terms (day or evening)	86, 206
Mechatronics Technology-General Technology Career Cluster: Agriculture, Food & Natural Resources; Architecture & Construction; Manufacturing; Transportation, Distribution & Logistics	Associate	Any	Varies	86, 207
MEDICAL				
Medical Assisting Career Cluster: Health Sciences	Diploma	Fall, Spring	3 consecutive terms (day)	86, 209
Medical Assisting-General Technology Career Cluster: Health Sciences	Associate	Any	Varies	86, 210
Medical Coding & Reimbursement Specialist Career Cluster: Health Sciences	Certificate	Summer, Fall	3 terms (evening)	86, 211
Medical Coding & Reimbursement Specialist - General Technology Career Cluster: Health Sciences	Associate	Any	5 terms (day or evening)	86, 212
Medical Laboratory Technology Career Cluster: Health Sciences	Associate	Fall	5 consecutive terms (day)	86, 213
NUCLEAR POWER/RADIATION				
Fundamentals of Radiation Science Career Cluster: Science, Technology, Engineering & Mathematics	Certificate	Any	2 terms (day or evening)	85, 215
Radiation Protection Technology Career Cluster: Science, Technology, Engineering & Mathematics	Associate	Summer	5 terms (day or evening)	85, 216
NURSING				
Basic Certified Nursing Assistant Career Cluster: Health Sciences	Certificate	Any	1 term	86, 219
Advanced Certified Nursing Assistant Career Cluster: Health Sciences	Certificate	Any	1 term	86, 220
Nursing (ADN) Career Cluster: Health Services	Associate	Fall, Spring (generic & LPNs)	5 terms (day or late afternoon)	86, 221
PARAMEDIC				
Paramedic Career Cluster: Health Sciences	Certificate	Summer	3 consecutive terms (day or evening)	86, 223
Paramedic - General Technology Career Cluster: Health Sciences	Associate	Any (after completing the Paramedic Certificate)	5 consecutive terms	86, 224

Program of Study & EEDA Career Cluster	Level	Program Start	Minimum Program Length	Page Nos.
PHARMACY				
I.V. Admixture & Sterile Products Preparation Career Cluster: Human Services; Education & Training	Certificate	Fall	1 term (evening)	86, 226
Pharmacy Technician Career Cluster: Health Services	Certificate	Any	2 consecutive terms (day, clinical may require evening, weekends)	86, 227
PHLEBOTOMY				
Phlebotomy Career Cluster: Health Services	Certificate	Fall, Spring	1 term	86, 229
RADIOLOGIC/X-RAY				
Radiologic Technology Career Cluster: Health Sciences	Associate	Fall	6 consecutive terms (day)	86, 230
RESPIRATORY CARE				
Respiratory Care Career Cluster: Health Sciences	Associate	Fall	6 consecutive terms (day)	86, 232
SURGICAL TECHNOLOGY				
Surgical Technology Career Cluster: Health Sciences	Diploma	Fall (day)	3 consecutive terms	86, 234
Surgical Technology-General Technology Career Cluster: Health Sciences	Associate	Any	Varies	86, 235
WELDING				
Welding Career Cluster: Manufacturing; Agriculture, Food & Natural Resources; Transportation, Distribution & Logistics; Architecture & Construction	Certificate	Any	3 terms (evening)	86, 237
Welding Career Cluster: Manufacturing; Agriculture, Food & Natural Resources; Transportation, Distribution & Logistics; Architecture & Construction	Diploma	Any	3 terms (day) 4 terms (evening)	86, 238
Welding-General Technology Career Cluster: Agriculture, Food & Natural Resources; Transportation, Distribution & Logistics; Architecture & Construction; Manufacturing	Associate	Any	Varies	86, 239

SCC Programs of Study & The South Carolina Education Economic Development Act

In an effort to assist students in preparing for a career that best aligns with their skills and abilities, Spartanburg Community College programs of study have been linked with Clusters of Study as outlined in the **South Carolina Education and Economic Development Act (EEDA) of 2005**.

The **EEDA** legislation, which was signed into law in May 2005, is designed to give South Carolina students the educational tools they need to build prosperous, successful futures. The EEDA's "Personal Pathways to Success" system gives students the guidance and experience they need to take full advantage of real opportunities in the South Carolina economy. The system is designed to assist students and businesses that complete in today's global workforce by combining high academic standards with enhanced opportunities to explore career options that build real-life working skills. The system is also designed to demonstrate to students the connections between what they accomplish in school and their professional success in the future.

Clusters of Study, or **Career Clusters**, are courses of study organized around different groups of occupations that encompass virtually all occupations from entry through professional levels (see list of clusters on following page). Clusters of Study provide a way to organize and tailor course work and learning experiences around each student's areas of interest and skills. They are designed to provide a seamless transition from high school to post-secondary education and/or the workforce. South Carolina has identified 16 Career Clusters which represent a variety of professions and jobs. Throughout the following pages, each SCC program of study is linked to a specific Career Cluster that will assist students in selecting a program of study – and a career – that best suits their skills and interests.

Spartanburg Community College has articulation partnerships with local four-year colleges and universities which allow align of courses and areas of academic focus from one educational institution to another in a way that allows a systematic, seamless transition for students, without loss of course credit or time.

South Carolina's 16 Clusters of Study

Agriculture, Food & Natural Resources
Career opportunities include the production, processing, marketing, distribution, financing, and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources.

Architecture & Construction
Career opportunities include designing, planning, managing, building and maintaining the built environment.

Arts, A/V Technology & Communications
Career opportunities in this cluster include designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.

Business Management & Administration
Career opportunities in this cluster include planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business Management and Administration career opportunities are available in every sector of the economy.

Education & Training
Career opportunities in this cluster include planning, managing and providing education and training services, and related learning support services.

Finance
Career opportunities in this cluster include planning, services for financial and investment planning, banking, insurance and business financial management.

Government & Public Administration
Career opportunities in this cluster include executing governmental functions to include Governance; National Security; Foreign Service; Planning; Revenue and Taxation; Regulation; and Management and Administration at the local, state and federal levels.

Health Science
Career opportunities include planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.

Hospitality & Tourism
Career opportunities include the management, marketing, and operations of restaurants and other food services, lodging, attractions, recreation events and travel related services.

Human Services
Career opportunities prepare individuals for employment in career pathways that relate to families and human needs.

Information Technology
Career opportunities in IT occupations framework: for entry level, technical and professional careers related to the design, development, support and management of hardware, software, multimedia and systems integration services.

Law, Public Safety, Corrections & Security
Career opportunities include planning, managing and providing legal, public safety, protective services and homeland security, including professional and technical support services.

Manufacturing
Career opportunities include planning, managing, and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance and manufacturing/process engineering.

Marketing, Sales & Service
Career opportunities include planning, managing and performing marketing activities to reach organizational objectives.

Science, Technology, Engineering & Math
Career opportunities include planning, managing, and providing scientific research and professional and technical services (e.g., physical science, social science, engineering) including laboratory and testing services, and research and development services.

Transportation, Distribution & Logistics
Career opportunities include planning, management, and movement of people, materials, and goods by road, pipeline, air, rail and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment and facility maintenance.

SCC Programs of Study by Division

Arts & Sciences Division

Certificate Programs
- Communication
- Fundamentals of Radiation Science
- General Studies Transfer Certificate in Arts and Sciences
- Landscape Management
- Palmetto Professional Landscape
- Pre-Biotechnology (Phase 1)
- Pre-Chiropractic
- Spanish

Associate Degree Programs
- Associate in Arts (University Transfer Program)
- Associate in Arts with Business Electives
- Associate in Arts with Digital Design Electives
- Associate in Arts with Early Childhood Education Electives
- Associate in Arts with Elementary Education Electives
- Associate in Arts with Middle Grades Education Electives
- Associate in Arts with Secondary Education Electives
- Associate in Arts with Special Needs Education Electives
- Associate in Science (University Transfer Program)
- Associate in Science with Middle Grades Education Electives
- Associate in Science with Secondary Education Electives
- Associate in Science with Pre-Chiropractic Electives
- Associate in Science with Pre-Engineering Electives
- Associate in Science with Secondary Education Electives
- Horticulture Technology
- Radiation Protection Technology

Business Technologies & Computer Technologies Division

Certificate Programs
- Accounting Specialist
- Administrative Support
- Computer Support Specialist
- Culinary Arts
- Culinary Fundamentals
- Digital Design
- Entrepreneurship
- Networking Operations
- Pre-Paralegal (Phase I)
- Software Development and Database Administration

Associate Degree in Applied Science Programs
- Accounting
- Accounting with Information System Electives
- Administrative Office Technology
- Administrative Office Technology with Legal Electives
- Administrative Office Technology - Medical
- Computer Technology
- Computer Technology with Health Care Information Management and Systems Electives
- Computer Technology with Information Management and Systems Electives
- Computer Technology with Networking Electives
- Management
- Management with Culinary Arts Electives
- Management with Fire Service Electives
- Management with Information Technology Electives
- Management with Marketing Electives
- Management with Medical Electives

Associate Degree in Applied Science Programs - General Technology
- Digital Design - General Technology

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SCC Programs of Study by Division

Health & Human Services Division

Certificate Programs
- Advanced Certified Nursing Assistant
- American Sign Language
- Basic Certified Nursing Assistant
- Basic Emergency Medical Technician
- Basic Interpreting
- Early Childhood Development
- Early Childhood Development - Director
- Exceptional Child
- Health Unit Coordinating
- Health Unit Coordinating with Monitoring Techniques
- Infant Toddler
- Intermediate Emergency Medical Technician
- I.V. Admixture and Sterile Products Preparation
- Medical Coding and Reimbursement Specialist
- Paramedic
- Patient Care Technician
- Pharmacy Technician
- Phlebotomy
- Pre-Funeral Service Education (Phase I)
- Pre-Cardiovascular Technology (Phase I)
- Therapeutic Massage

Diploma Programs
- Expanded Duty Dental Assisting
- Medical Assisting
- Surgical Technology

Associate Degree in Applied Science Programs
- Medical Laboratory Technology
- Nursing
- Radiologic Technology
- Respiratory Care

Associate Degree in Applied Science Programs-General Technology
- Basic Interpreting
- Early Childhood Development-Advanced Child Care Management
- Early Childhood Development-Infant Toddler
- Early Childhood Development-Special Education
- Medical Assisting
- Medical Coding and Reimbursement Specialist - General Technology
- Paramedic - General Technology
- Surgical Technology

Industrial & Engineering Technologies Division

Certificate Programs
- Advanced CNC
- Architectural Computer Aided Drafting
- Ford MLR (Maintenance & Light Repair)
- Heating, Ventilation, Air Conditioning and Refrigeration Technology
- Industrial Electricity
- Industrial Repair Technology
- Machine Tool Technology
- Mechanical/Electrical Technology
- Mechatronics Technology I
- Mechatronics Technology II
- Production Associate Technology I
- Production Associate Technology II
- Welding

Diploma Programs
- Welding

Associate Degree in Applied Science Programs
- Automated Manufacturing Technology
- Automotive Technology-Automotive Service Technology
- Automotive Technology-Ford ASSET
- Electronics Engineering Technology
- Industrial Electronics Technology
- Machine Tool Technology

Associate Degree in Applied Science Programs-General Technology
- Engineering Technology
- Heating, Ventilation, Air Conditioning and Refrigeration Technology
- Industrial Electricity
- Industrial Repair Techology
- Mechatronics
- Production Associate Technology
- Welding

Special Admissions Procedures

Business Technology Division – Administrative Office Technology Guidelines

Keyboarding skills are required for students entering **ALL** administrative office technology programs (degrees and certificates.) Exemption opportunities are available for new students prior to the beginning of classes. If a student chooses not to attempt the exemption test or does not successfully pass the test, AOT 100 – Keyboarding is required to be taken the first semester the student is enrolled.

Students in the AOT-Medical (AOT-M) program must complete a **criminal background investigation (CBI)** at their expense prior to participating in any internship/clinical/co-op experience. Clinical/co-op facilities will determine the eligibility of the student to participate at their site and may exercise discretion regarding convictions more than 10 years ago or convictions that indicate a pattern of criminal behavior.

Students in the AOT-M program must also complete **a drug screen** at their expense prior to participating in any internship/clinical/co-op experience.

Students who do not pass the drug screen or do not meet the employers CBI standards will be immediately withdrawn from the program. The CBI and drug screening will be initiated by the program faculty after the student has been accepted into the program but prior to beginning any clinical experience.

Students in the AOT-Medical (AOT-M) program should be aware that additional costs will be incurred for uniforms, immunizations and CPR certification.

Health and Human Services Division

Health and Human services programs, outlined in the program descriptions, require additional application procedures. Students must complete the following program-specific application procedures at the College after completing the regular college application:

1. Meet with a counselor to discuss additional program requirements if applicable. Some programs may require a tour at the clinical site as part of program requirements.

2. All health students accepted into a curriculum program must submit a complete medical history form, required immunizations/vaccines forms, criminal background investigation (CBI) check and drug screen test as determined by each clinical site. The due dates to be determined by each department chair or program director.

3. Applicants wishing to enroll in any health and human services program (except the Basic Interpreting Program , American Sign Language Certificate program, the Basic Interpreting Certificate Program and the General Technology-Basic Interpreting Degree Program) must submit to a criminal background investigation (CBI) check and a drug screen test. The CBI and drug screen test are at the student's expense. Any of these tests that must be repeated are at the student's expense as well.

4. The South Carolina Board of Nursing has determined that criminal convictions for any of the following crimes should be treated as prima facie evidence that an applicant is unfit or unsuited to engage in the profession of nursing:

a) Crimes of violence (e.g., murder, manslaughter, criminal sexual assault, crimes involving the use of deadly force, assault and battery of a high and aggravated nature, assault and battery with intent to kill) and
b) Crimes involving the distribution of illegal drugs.

5. The clinical sites may determine students who have been found guilty, by a court of law, or pled no contest (nolo contendere) to a crime, when conviction has occurred within the last 10 years, of the following crimes are deemed unqualified to attend clinical training. Crimes including, but not limited to the following:

a. Child or adult abuse
b. Sexual assault
c. Assault with a deadly weapon
d. Neglect
e. Mistreatment of residents, patients/clients
f. Misappropriation of resident/patient/client property

(Facilities may exercise discretion regarding convictions more than 10 years ago.) Any student unable to attend any one of the clinical affiliates will be administratively withdrawn from his or her program of study.

A student having a positive drug test will be administratively withdrawn from their curriculum program for one year. Upon recycling into their program, he or she will be required to have drug testing every semester until completing their program of study. The drug testing will be at the student's expense. If the student tests positive, he/she will be dismissed from their program of study and will not be allowed to enter any other health program.

Students will have a criminal background investigation (CBI) check as determined by the state(s) in which he/she has resided in over the past 12 months.
The criminal background investigation (CBI) check and drug screen test will be initiated after the student has been accepted into the specific curriculum program or course of study but prior to beginning any clinical rotation.

6. Felons will not be eligible for taking the certification examination unless the American Association of Medical Assistants' Certifying Board grants a waiver based on one or more mitigating circumstances listed in the disciplinary standards.

7. The Medical Laboratory Technology Program is accredited for a limited number of students for clinical training. In the event that a clinical site is not available, a waiting list will be used. A ranking of students from highest to lowest grade point average (GPA) will be made from the student's cumulative GPA. In the event of a tie, the student's admission date will be used to break the tie. Students will then be assigned to a clinical training site in the order in which he/she is placed on the ranking list.

8. Applicants of the Expanded Duty Dental Assisting, Medical Assisting, Surgical Technology and the Therapeutic Massage Programs must be at least 18 years of age. Graduates of the Pharmacy Technician, CNA-A, CNA-B, EMT-B, EMT-I and Paramedic Programs must be at least 18 years of age.

9. Applicants wishing to enroll in the General Technology-Early Childhood Development degree program or the Early Childhood Development Certificate Program must submit to a criminal background investigation (CBI) only.

10. For registration and certification requirements for the Pharmacy Technician Program, see the program description, *Unique Aspects* section.

Accepted health and human services program applicants may elect to enroll in general education courses or designated major courses prior to enrolling in their specific program of acceptance. These health and human services program applicants are required to adhere to the academic standards of their chosen curriculum. A minimum grade of "C" is required on <u>all</u> courses within the Health and Human Services Divisions curriculum programs including general education and program

prerequisite(s) courses. (Accepted health and human services program applicants should refer to specific academic requirements and standards of the chosen health and human services program for specific program information and required GPA) Courses that contain a clinical practicum component cannot be audited.

In addition to program-specific application procedures, students must complete the following prerequisite courses (with a grade of "C" or higher) prior to enrolling in designated health and human services programs:

Certified Nursing - Advanced: In order to enroll in AHS 152 the student must have completed the Basic CNA Certificate OR show current CNA Certification which must be maintained throughout the program.

Expanded Duty Dental Assisting: DAT 110 is a program prerequisite.

Health Unit Coordinating: AHS 102 is a program prerequisite.

Basic Interpreting (Certificate or General Technology Degree): ASL 101, ASL 102, ASL 201, ASL 202 (or demonstrate proficiency on ASL entrance evaluation)

Emergency Medical Technician - Intermediate: In order to enter EMS 111 and EMS 203, completion of the EMT-B Certificate is required OR must have a current EMT-B Certification or NREMT-B Certification which must be maintained throughout the program.

Medical Assisting: One unit high school biology or chemistry or equivalent; one unit high school algebra or equivalent; AHS 102 and AHS 104. The program admits students by weighted admission criteria. Refer to the SCC website at www.sccsc.edu under academic programs for more information. In order to apply to the program, students must have a 2.5 GPA.

Medical Laboratory Technology: AHS 102 and AHS 104; One unit of high school chemistry or equivalent; one unit of high school algebra or equivalent; one unit of high school biology or equivalent.

Nursing (Associate Degree): The program admits students by weighted admission criteria (see College website at www.sccsc.edu under academic programs). In order to apply to the program students must have a 2.5 GPA.

Patient Care Technician: ASSET or COMPASS

Paramedic: BIO 112, CPT 101, ASSET or COMPASS, complete keyboarding proficiency exemption exam or take AOT 100, documentation of current NREMT-B AND NREMT-I certification

Pharmacy Technician: One unit of high school biology or chemistry or equivalent; AHS 104 and MAT 101.

Radiologic Technology: One unit of high school biology or chemistry or equivalent; one unit of high school algebra or equivalent; AHS 102 and MAT 101. The program admits students by weighted admission criteria (see College website at www.sccsc.edu under academic programs). In order to apply to the program students must have a 2.5 GPA.

(continued)

Respiratory Care: One unit high school biology or chemistry or equivalent; one unit high school algebra or equivalent. The program admits students by weighted admission criteria. Refer to the SCC website at www.sccsc.edu under academic programs for more information. Valid drivers license and reliable method of transportation for travel to clinical sites is necessary. In order to apply to the program students must have a 2.5 GPA.

Surgical Technology: One unit of high school biology or chemistry or equivalent; one unit of high school algebra or equivalent; AHS 102 and AHS 104. The program admits students by weighted admission criteria. Refer to the SCC website at www.sccsc.edu under academic programs for more information. In order to apply to the program students must have a 2.5 GPA.

Therapeutic Massage: One unit of high school biology or chemistry or equivalent, AHS 102 and BIO 110.

ACCOUNTING

See: ***BUSINESS & MANAGEMENT:*** *Accounting*

ARCHITECTURAL

See: ***ELECTRONICS & ENGINEERING:*** *Architectural Computer Aided Drafting (CAD)*

ASSOCIATE DEGREE PROGRAMS and UNIVERSITY TRANSFER

- Associate in Arts (University Transfer Program)

- *Associate in Arts with Business Electives (University Transfer Program)*
- *Associate in Arts with Digital Design Electives (University Transfer Program)*
- *Associate in Arts with Early Childhood Education Electives*
- *Associate in Arts with Elementary Education Electives*
- *Associate in Arts with Middle Grades Education Electives*
- *Associate in Arts with Secondary Education Electives*
- *Associate in Arts with Special Needs Education Electives*

- Associate in Science (University Transfer Program)

- *Associate in Science with Middle Grades Education Electives*
- *Associate in Science with Secondary Education Electives*
- *Associate in Science with Pre-Chiropractic Electives (University Transfer Program)*
- *Associate in Science with Pre-Engineering Electives (University Transfer Program)*
- *Associate in Science with Secondary Education Electives*

- General Studies Transfer Certificate in Arts & Sciences

Associate in Arts (University Transfer Program)

Program Start Date: Any term
Minimum Program Length: 4 terms day, 6 terms evening, 4 termsInternet/online

Program Description: The associate in arts degree is designed for students whose goal is a four-year degree. The AA (associate in arts) program provides students the freshmen and sophomore years of a bachelor's degree. Course requirements include mathematics, English, social sciences, humanities, fine arts and natural sciences to parallel the courses taken during the freshmen and sophomore years at a four-year college or university.

Professional Opportunities: The associate in arts degree requirements parallel the courses completed during the first two years of degree in fields such as education, English, foreign language, history, journalism, business administration, business education, international studies, political science, geography, psychology, recreation, sociology, physical education, speech, fine arts and social work.

Unique Aspects: Most University Transfer courses are accepted at all South Carolina public colleges and universities and many private institutions. Course requirements for specific majors vary among institutions; therefore, students should verify acceptance of credits with the intended transfer college

or university. Students should meet with an SCC academic advisor to plan an academic schedule for four-year degree goal. Students may earn an associate in arts degree completely online.

Requirements for Associate in Arts (AA): If a course is marked with double asterisks (**), the course appears on the South Carolina Commission of Higher Education's (SC CHE) Statewide Articulation Agreement: Technical College Courses Transferable to Senior Public Institutions. Students should be able to transfer these courses into any public 4-year institution in SC, but individual programs within transfer institution may or may not accept them for credit.

Courses listed with a single asterisk (*) are not articulated by the SC CHE and may not transfer into some programs at some four-year colleges and universities. Both the articulated and non-articulated courses may transfer as discipline-specific and/or as fulfilling general education requirements; or they may be accepted only as elective courses, depending on the student's program of study.

Students are responsible for checking with the specific college or university to which they plan to transfer (and preferably with their target program within that institution) to determine the transferability of any course.

EEDA Career Cluster:
All 16 career clusters may apply.

Course Requirements (followed by credit hours):

A. General Education Courses:

COMMUNICATIONS - 9 credit hours
ENG 101**, English Composition I
ENG 102**, English Composition II
SPC 205**, Public Speaking
Or SPC 209*, Interpersonal Communication

HISTORY (Choose one) - 3 credit hours
HIS 101**, 102**, 104*, 105*, 201**, 202**

MATH (Choose one) - 3 credit hours
MAT 110**, 111**, 120**, 130**, 132*, 140**, 141**, 220*, 240**, 242**

LAB SCIENCE (Choose two) - 8 credit hours
AST 101**, 102**
BIO 101**, 102**, 205/06*, 210** or 215*, 211** or 216*, 223*, 225**
CHM 105*, 110**, 111**, 211**, 212**
PHS 101*, 102*
PHY 201**, 202**, 221**, 222**

SOCIAL/ BEHAVIORAL SCIENCES (Choose three from at least two different disciplines) - 9 credit hour
ECO 210**, 211**
GEO 101**, 102**
PSC 201**, 215**
PSY 201**, 203**, 212**
SOC 101**, 205**

HUMANITIES/ FINE ARTS (Choose two from different disciplines) - 6 credit hours
ART 101**, 208*
ENG 101*, 201**, 202**, 205**, 206**, 208**, 209**, 238*

MUS 105**
PHI 101**, 110**
REL 201*
THE 101**

B. Major Courses:

Choose 15 TRANSFER credit hours from the following disciplines: Communication, Literature, Humanities, and Social/Behavioral Sciences.
ART 101**, 208*
ECO 210**, 211**
EDU 230*
ENG 201**, 202**, 205**, 206**, 208**, 209**, 228*, 235*, 236*, 238*, 265*
FRE 101**, 102**, 201**, 202**
GEO 101**, 102**
GER 101**, 102**, 201*, 202*
HIS 101**, 102**, 104*, 105*, 201**, 202**
IDS 104*
MUS 105**
PHI 101**, 110**
PSC 201**, 215**
PSY 201**, 203**, 212**
REL 101*, 104*, 105*, 201*
SOC 101**, 205**
SPC 205**, 209*
SPA 101**, 102**, 105*, 201**, 202**
THE 101**

C. Electives and Other Additional Hours Required for Graduation

Select 9 semester credit hours.

NOTE: Students who plan to pursue a bachelor's degree in any field of study are strongly recommended to consult with their academic advisors. The transfer process for majors can be very specific and leave few options for elective choices.

ACC 101**, 102**
ART 101**, 208*
CPT 101*
ECO 210**, 211**
EDU 230*
ENG 110*, 201**, 202**, 205**, 206**, 208**, 209**, 228*, 235*, 236**, 238*, 260**, 265*, 299
FRE 101**, 102**, 201**, 202**
GEO 101**, 102**
GER 101**, 102**, 201*, 202*
HIS 101**, 102**, 104*, 105*, 109*, 112*, 115*, 201**, 202**
HSS 101*, 111*, 205*, 299
HUS 101*
IDS 101*, 104*
MAT 109*or 110**, 111**, 120**, 130**, 132*, 140**, 141**, 211*, 212*, 215*, 220*, 240**, 242**
MUS 105**
PHI 101**, 110**
PSC 201**, 215**, 220
PSY 103*, 115*, 201**, 203**, 212**, 214*
REL 101*, 104*, 105*, 201*
SOC 101**, 205**

SPA 101**, 102**, 105*, 201**, 202**, 205*, 206*, 213*, 290*, 299*
SPC 205**, 208*, 209*, 212*, 225*, 280*, 285*, 299*
THE 101**

Minimum semester credit hours required for graduation: 62
Refer to Course Descriptions for prerequisites.

Associate in Arts with Business Electives

(University Transfer Program)

Program Start Date: Any Term
Minimum Program Length: 4 terms day, 6 terms evening
Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description: The associate in arts degree is designed for students whose goal is a four-year degree. This particular elective program is designed for those who wish to obtain a four-year degree in management or business. The AA program provides students the freshman and sophomore years of a typical bachelor's degree. Course requirements include humanities, fine arts, and natural sciences to parallel the courses taken in the freshman and sophomore years at a four-year college or university. This program has been developed with the assistance of the University of South Carolina Upstate School of Business and Economics.

Professional Opportunities: Once the four year degree is obtained, entry level management and business careers include the following possibilities: Supervision, assistant manager, department manager, project manager, account manager, customer service manager, account manager, account executive, production manager, operations manager, and many more similar jobs.

Unique Aspects: Most University Transfer courses are accepted at all South Carolina public colleges and universities and many private institutions. Course requirements for specific majors vary among institutions; therefore students should verify acceptance of credits with the intended transfer college or university. Transferability may also be affected by the grade achieved. Students should meet with an academic advisor regularly to plan an academic schedule for their four-year degree goal. Many of these courses are available in the online format.

EEDA Career Cluster: Marketing, Sales & Service; Business, Management & Administration, Finance

Course Requirements (followed by credit hours):

A. General Education Courses:

ACC 101	Accounting Principles I*	3
ACC 102	Accounting Principles II	3
ART 101	Art History and Appreciation	3
	OR	
MUS 105	Music Appreciation	
BIO 101	Biological Science I	4
CHM 110	College Chemistry I	4
CPT 101	Introduction to Computers	3
ECO 210	Macroeconomics	3
ECO 211	Microeconomics	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3

ENG 201	American Literature I	3
	OR	
Another approved 200 level English		
HIS 104	World History	3
MAT 120	Probability and Statistics	3
MAT 130	Elementary Calculus	3
MAT 220	Advanced Statistics	3
Social/Behavorial Science		3
SPA 102	Elementary Spanish II	4
	OR	
Another approved foreign language course		
SPC 205	Public Speaking	3

Minimum semester credit hours required for graduation: 63

B. Electives and Other Additional Hours Required for Graduation:

- Students must complete two elective courses which total 6.0 credit hours.

Associate in Arts with Digital Design Electives

(University Transfer Program)

Program Start Date: Any term
Minimum Program Length: 4 terms day, 6 terms evening

Program Description: The associate in arts degree with digital design electives is designed for students whose goal is a bachelor's degree in art with an emphasis in graphic design at University of South Carolina Upstate. Upon completion of the degree requirements, students will transfer to USC Upstate and enter the College of Arts and Sciences to complete course work towards a Bachelor of Arts Major in Art with Emphasis in Graphic Design at USC Upstate.

Professional Opportunities: Once the four year degree is obtained, graduates are prepared to locate employment as a graphic designer in creative departments of corporations, advertising design, and print and web publishing organizations.

Unique Aspects: Courses mentioned below in the Major Courses and Other Hours Required for Graduation are course requirements in the Major Requirements and Professional Options in the Bachelor of Arts in Art with Emphasis in Graphic Design at USC-Upstate.

EEDA Career Cluster: Arts, A/V Technology and Communication

Course Requirements (followed by credit hours):

A. General Education Courses:

ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPC 205	Public Speaking	3
MAT 110	College Algebra	3
Natural Science (any 2, including at least one lab class)		
BIO 101, CHM 110 or AST 101		7 - 8
ART 101	Art History and Appreciation	3
Humanities-Fine Arts class (choose one)		
ENG 201, 202, 205, 206, 208, 209, PHI 101,		

REL 201, THE 101, or MUS 105		3
HIS 104	World History I (OR HIS 105)	3
Social and Behavioral Sciences (any 3 from different disciplines)		
	ECO 210 or 211, GEO 101, PSC 201, PSY 201, SOC 101)	9

B. Major Courses:

ARV 110	Computer Graphics I	3
ARV 217	Computer Imagery	3
SPA 102	Elementary Spanish II	
	(OR another approved foreign language course)	4
CPT 101	Introduction to Computers	3
MAT 120	Probability and Statistics	3
	(OR MAT 111)	

C. Other Hours Required for Graduation:

CGC 101	Introduction to Graphic Techniques	3
ARV 227	Web Site Design I	3
CGC 110	Electronic Publishing	3

Minimum semester credit hours required for graduation: 62

D. Additional USC Upstate courses available at SCC:

CGC 115	Digital Photography	3
ARV 261	Advertising Design	3

Associate in Arts with Early Childhood Education Electives

Program Start Date: Any term

Minimum Program Length: 4 terms day, 6 terms evening

Program Description: The associate of arts degree with early childhood education electives is designed for students whose goal is a bachelor's degree in education, major in early childhood education at the University of South Carolina Upstate. Upon completion of the degree requirements, students will transfer to USC Upstate and enter the School of Education to complete coursework. The early childhood education program provides preparation for teaching in four- and five-year kindergartens and in the primary grades (PK – 3).

Professional Opportunities: Teacher in public or private school

Unique Aspects: The course entitled Schools in Communities, EDU 230, offers students opportunities to explore the teaching profession. This course includes community service and observations in local classrooms. A SLED check is required before classroom observations in local public schools are permitted. Students will also be offered the opportunity for skill building in preparation for the Praxis I Test, required for entry into the School of Education at USC Upstate. This preparation is offered in IDS 104.

EEDA Career Cluster: Education & Training

Course Requirements (followed by credit hours):

A. General Education Courses:

ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPC 205	Public Speaking	3

MAT 110	College Algebra	3
BIO 101	Biological Science I	4
PHS 101	Physical Science I	4
	(OR CHM 110)	
ART 101	Art History and Appreciation	3
	(OR THE 101)	
PHI 101	Introduction to Philosophy	3
	(OR REL 201, ENG 201, 202, 205, 206, 208, 209)	
PSC 201	American Government	3
SOC 101	Introduction to Sociology	3
PSY 201	General Psychology	3

B. Major Courses:

EDU 230	Schools in Communities	4
SPA 101	Elementary Spanish	4
	(OR FRE 101 OR GER 101)	
SPA 102	Intermediate Spanish	4
	(OR FRE 102 OR GER 102)	
MUS 105	Music Appreciation	3

C. Other Hours Required for Graduation:

HIS 104	World History I	3
	(OR HIS 105)	
MAT 211	Math for Elementary School Teachers I	3
MAT 212	Math for Elementary School Teachers II	3
MAT 215	Geometry	3

Minimum semester credit hours required for graduation: 62

D. Additional Courses Available at SCC:

CPT 101	Introduction to Computers	3
IDS 104	Praxis I Test Prep (or EDU 230)	1
PSY 203	Human Growth and Development	3

If you scored 1100 SAT (old version), 1650 SAT I (new version), or 24 on ACT, you may exempt Praxis I. For information please contact Susan Poss, (864) 592-4902 or posss@sccsc.edu, SCC central campus, West Building, Office C-3C.

Associate in Arts with Elementary Education Electives

Program Start Date: Any term
Minimum Program Length: 4 terms day, 6 terms evening

Program Description: The associate of arts degree with elementary education electives is designed for students whose goal is a bachelor's degree in education, major in elementary education at the University of South Carolina Upstate. Upon completion of the degree requirements, students will transfer to USC Upstate and enter the School of Education to complete coursework. The program in elementary education prepares students to teach in grades 2 - 6.

Professional Opportunities: Teacher in public or private school

Unique Aspects: The course entitled Schools in Communities, EDU 230, offers students opportunities to explore the teaching profession. This course includes community service and observations in local classrooms. A SLED check is required before classroom observations in local public schools are permitted. Students will also be offered the opportunity for skill building in preparation for the Praxis I Test, required for entry into the School of Education at USC Upstate. This preparation is offered in IDS 104.

EEDA Career Cluster:

Education & Training

Course Requirements (followed by credit hours):

A. General Education Courses:

ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPC 205	Public Speaking	3
MAT 110	College Algebra	
BIO 101	Biological Science I	4
PHS 101	Physical Science I	4
	(OR CHM 110)	
ART 101	Art History and Appreciation	3
	(OR THE 101)	
PHI 101	Introduction to Philosophy	3
	(OR REL 201, ENG 201, 202, 205, 206, 208, 209)	
PSC 201	American Government	3
SOC 101	Introduction to Sociology	3
PSY 201	General Psychology	3

B. Major Courses:

EDU 230	Schools in Communities	4
SPA 101	Elementary Spanish	4
	(OR FRE 101 OR GER 101)	
SPA 102	Intermediate Spanish	4
	(OR FRE 201 OR GER 201)	
MUS 105	Music Appreciation	3

C. Other Hours Required for Graduation:

HIS 104	World History (or HIS 105)	3
MAT 211	Math for Elementary School Teachers I	3

MAT 212	Math for Elementary School Teachers II	3
MAT 215	Geometry	3

Minimum semester credit hours required for graduation: 62

D. Additional Courses Available at SCC:

CPT 101	Introduction to Computers	3
IDS 104	Praxis I Test Prep	1
PSY 203	Human Growth and Development	3
AST 101	Solar System Astronomy	4

If you scored 1100 SAT (old version), 1650 SAT I (new version), or 24 on ACT, you may exempt Praxis I. For information please contact Susan Poss, (864) 592-4902 or email posss@sccsc.edu**,** SCC central campus, West Building, Office C-3C.

Associate in Arts with Middle Grades Education Electives

Program Start Date: Any term
Minimum Program Length: 4 terms day, 6 terms evening

Program Description: The associate of arts degree with middle grades education electives is designed for students whose goal is a bachelor's degree in education, major in middle grades education at the University of South Carolina Upstate. Upon completion of the degree requirements, students will transfer to USC Upstate and enter the School of Education to complete coursework. The program in middle grades education prepares students to teach in grades 5 - 8.

Professional Opportunities: Teacher in public or private school

Unique Aspects: The course entitled Schools in Communities, EDU 230, offers students opportunities to explore the teaching profession. This course includes community service and observations in local classrooms. A SLED check is required before classroom observations in local public schools are permitted. Students will also be offered the opportunity for skill building in preparation for the Praxis I Test, required for entry into the School of Education at USC Upstate. This preparation is offered in IDS 104.

EEDA Career Cluster: Education & Training

Course Requirements (followed by credit hours):

A. General Education Courses:

ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPC 205	Public Speaking	3
MAT 110	College Algebra (OR MAT 130)	3
MAT 120	Probability and Statistics (OR MAT 220)	3
BIO 101	Biological Science I	4
PHS 101	Physical Science I	4
	(OR AST 101, CHM 110, PHY 201, 202, 221, 222)	
Fine Arts	(Choose one)	
	ART 101, MUS 105, THE 101	3
PHI 101	Introduction to Philosophy	3

SOC 101	Introduction to Sociology	3
PSY 201	General Psychology	3

B. Major Courses:

EDU 230	Schools in Communities	4
ENG 238	Creative Writing	3
ENG 208	World Literature I (OR ENG 209)	3
ECO 210	Macroeconomics (OR ECO 211)	3
GEO 101	Introduction to Geography	3

C. Other Hours Required for Graduation:

CPT 101	Introduction to Computers	3
SPA 102	Intermediate Spanish (OR FRE 102 OR GER 102)	4
HIS 104	World History (OR HIS 105)	3
PSY 203	Human Growth and Development	3

Minimum semester credit hours required for graduation: 64

D. Additional Courses Available at SCC:

IDS 104	Praxis I Test Prep	1

If you scored 1100 SAT (old version), 1650 SAT I (new version), or 24 on ACT, you may exempt Praxis I. For information please contact Susan Poss, (864) 592-4902 or posss@sccsc.edu, SCC central campus, West Building, Office C-3C.

Associate in Arts with Secondary Education Electives

Program Start Date: Any term
Minimum Program Length: 4 terms day, 6 terms evening

Program Description: The associate of arts degree with secondary education electives is designed for students whose goal is a bachelor's degree in education, major in secondary education at the University of South Carolina Upstate. Upon completion of the degree requirements, students will transfer to USC Upstate and enter the School of Education to complete coursework. The program in secondary education prepares students to teach in high school.

Professional Opportunities: Teacher in public or private school

Unique Aspects: The course entitled Schools in Communities, EDU 230, offers students opportunities to explore the teaching profession. This course includes community service and observations in local classrooms. A SLED check is required before classroom observations in local public schools are permitted. Students will also be offered the opportunity for skill building in preparation for the Praxis I Test, required for entry into the School of Education at USC Upstate. This preparation is offered in IDS 104.

EEDA Career Cluster: Education & Training

Course Requirements (followed by credit hours):

A. General Education Courses:

ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPC 205	Public Speaking	3
MAT 110	College Algebra	3 OR 4
	(OR 111 OR 130 OR 140 OR 141)	
BIO 101	Biological Science I	4
PHS 101	Physical Science I	4
	OR AST 101,CHM 110, PHY 201,202,221,222	
Fine Arts (Choose one)		
	ART 101, MUS 105, THE 101	3
PHI 101	Introduction to Philosophy	3
PSY 201	General Psychology	3
SOC 101	Introduction to Sociology	3
PSY 203	Human Growth and Development	3
HIS 104 or 105	World History I or II	3

B. Major Courses:

SPA 101	Elementary Spanish or GER 101	4
	OR FRE 101	
SPA 102	Intermediate Spanish OR GER 102	4
	OR FRE 102	
EDU 230	Schools in Communities	4
ENG 208 OR 209	World Literature I OR II	3

C. Other Hours Required for Graduation: (Choose area of concentration)

1. English

CPT 101	Computer Science	3
MAT 120	Statistics	3
ENG 236		3

2. Social Studies

CPT 101	Computer Science	3
MAT 120	Statistics	3
HIS 104 or 105		3

3. Spanish

CPT 101	Computer Science	3
MAT 120	Statistics	3
SPA 201 or 202	Intermediate Spanish	4

Minimum semester credit hours required for graduation: 62- 63

D. Additional Courses Available at SCC:

For Secondary Social Studies	ECO 210 or 211	3
IDS 104	Praxis I Test Preparation	1

If you scored 1100 SAT (old version), 1650 SAT I (new version), or 24 on ACT, you may exempt Praxis I. For information please contact Susan Poss, (864)592-4902 or email posss@sccsc.edu, SCC central campus, West Building, Office C-3C.

Associate in Arts with Special Needs Education Electives

Program Start Date: Any term
Minimum Program Length: 4 terms day, 6 terms evening

Program Description: The associate of arts degree with special needs education electives is designed for students whose goal is a bachelor's degree in education, major in special needs education at the University of South Carolina Upstate. Upon completion of the degree requirements, students will transfer to USC Upstate and enter the School of Education to complete coursework. The program in special needs education prepares students to work at various grade levels.

Professional Opportunities: Teacher in public or private school

Unique Aspects: The course entitled Schools in Communities, EDU 230, offers students opportunities to explore the teaching profession. This course includes community service and observations in local classrooms. A SLED check is required before classroom observations in local public schools are permitted. Students will also be offered the opportunity for skill building in preparation for the Praxis I Test, required for entry into the School of Education at USC Upstate. This preparation is offered in IDS 104.

EEDA Career Cluster: Education & Training

Course Requirements (followed by credit hours):

A. General Education Courses:

ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPC 205	Public Speaking	3
MAT 110	College Algebra	3
BIO 101	Biological Science I	4
PHS 101	Physical Science I OR CHM 110	4
ART 101	Art History and Appreciation	3
	OR THE 101	
PHI 101	Introduction to Philosophy	3
	OR REL 201, ENG 201, 202, 205, 206, 208, 209	
PSC 201	American Government	3
PSY 201	General Psychology	3
PSY 203	Human Growth and Development	3
HIS 104	OR 105 World History I OR II	3

B. Major Courses:

SPA 101	Elementary Spanish I	4
	OR GER 101 OR FRE 101	
SPA 102	Elementary Spanish II	4
	OR GER 102 OR FRE 102	
EDU 230	Schools in Communities	4
MUS 105	Music Appreciation	3

C. Other Hours Required for Graduation:

MAT 211	Math for Elementary School Teachers I	3
MAT 212	Math for Elementary School Teachers II	3
MAT 215	Geometry	3

Minimum semester credit hours required for graduation: 62

D. Additional Courses Available at SCC:

CPT 101 Introduction to Computers	3
IDS 104 Praxis I Test Preparation	1

If you scored 1100 SAT (old version), 1650 SAT I (new version), or 24 on ACT, you may exempt Praxis I. For information please contact Susan Poss, (864) 592-4902 or email posss@sccsc.edu, SCC central campus, West Building, Office C-3C.

Associate in Science (University Transfer Program)

Program Start Date: Any term

Minimum Program Length: 4 terms day, 6 terms evening, 4 termsInternet/online

Program Description: The associate in science (AS) degree is designed for students whose goal is a four-year degree. The AS program provides students the freshmen and sophomore years of a bachelor's degree. Course requirements include mathematics, English, social sciences, humanities, fine arts and natural sciences to parallel the courses taken during the freshmen and sophomore years at a four-year college or university.

Professional Opportunities: The associate in sciences degree requirements parallel the course work in many disciplines, such as biology, chemistry, dentistry, medicine, nursing, pharmacy, physics, agriculture, forestry, mathematics, textiles, veterinary medicine, engineering, statistics, and computer science.

Unique Aspects: Most University Transfer courses are accepted at all South Carolina public colleges and universities and many private institutions. Course requirements for specific majors vary among institutions; therefore, students should verify acceptance of credits with the intended transfer college or university. Students should meet with an SCC academic advisor to plan an academic schedule for four-year degree goal.

Requirements for Associate in Science (AS): If a course is marked with double asterisks (**), the course appears on the South Carolina Commission of Higher Education's (SC CHE) Statewide Articulation Agreement: Technical College Courses Transferable to Senior Public Institutions. Students should be able to transfer these courses into any public 4-year institution in SC, but individual programs within transfer institution may or may not accept them for credit.

Courses listed with a single asterisk (*) are not articulated by the SC CHE and may not transfer into some programs at some four-year colleges and universities. Both the articulated and non-articulated courses may transfer as discipline-specific and/or as fulfilling general education requirements; or they may be accepted only as elective courses, depending on the student's program of study.

Students are responsible for checking with the specific college or university to which they plan to transfer (and preferably with their target program within that institution) to determine the transferability of any course.

EEDA Career Cluster: All 16 career clusters may apply.

Course Requirements (followed by credit hours):

A. General Education Courses:

COMMUNICATIONS - 9 credit hours
ENG 101**, English Composition I
ENG 102**, English Composition II
SPC 205**, Public Speaking
or SPC 209*, Interpersonal Communication

HISTORY (Choose one) - 3 credit hours
HIS 101**, 104*, 105* 102**, 201**, 202**

MATH (Choose two) - 6 credit hours
MAT 110**, 111**, 120**, 130**, 140**, 141**, 220*, 240**, 242**

LAB SCIENCE (Choose two) - 8 credit hours
AST 101**, 102**
BIO 101**, 102**, 205/206*, 210** or 215*, 211** or 216* 223*, 224*, 225**
CHM 110**, 111**, 211**, 212**
PHS 101*, 102*
PHY 201**, 202**, 221**, 222**

SOCIAL/ BEHAVIORAL SCIENCES (Choose two from at least two different disciplines) - 6 credit hour
ECO 210**, 211**
GEO 101**, 102**
PSC 201**, 215**
PSY 201**, 203**, 212**
SOC 101**, 205**

HUMANITIES/ FINE ARTS (Choose two from different disciplines) - 6 credit hours
ART 101**
ENG 201**, 202**, 205**, 206**, 208**, 209**, 238*
MUS 105**
PHI 101**, 110**
REL 201*
THE 101**

B. Major Courses:

Choose 15 TRANSFER credit hours from the following disciplines: Mathematics and/or Natural Sciences.
AST 101**, 102**
BIO 101**, 102**, 205/06*, 210**, 211**, 215*, 216*, 225**, 240*
CHM 110**, 111**, 211**, 212**
MAT 110**, 111**, 120**, 130**, 132*, 140**, 141**, 220*, 240**, 242**
PHS 101*, 102*
PHY 201**, 202**, 221**, 222**

C. Electives and Other Additional Hours Required for Graduation

Select 9 semester credit hours.
NOTE: Students who plan to pursue a bachelor's degree in any field of study are strongly

recommended to consult with their academic advisors. The transfer process for majors can be very specific and leave few options for elective choices.

ACC 101**, 102**
AST 101**, 102**
BIO 101**, 102**, 110*, 112*, 205/06*, 210** or 211**, 211**, 215**, 216*, 223, 224, 225**, 238, 240*, 295
CHM 105*, 110**, 111**, 211**, 212**, 213*, 214*
CPT 101*
EDU 230*
FRE 101**, 102**, 201**, 202**
GER 101**, 102**, 201*, 202*
IDS 104*
MAT 110**, 111**, 120**, 130**, 132*, 140**, 141**, 211*, 212*, 215*, 220*, 240**, 242**
PHS 101*, 102*
PHY 201**, 202**, 221**, 222**
PSY 203**
SPA 101**, 102**, 201**, 202**
Minimum semester credit hours required for graduation: 62

- Refer to Course Descriptions for prerequisites.

Associate in Science with Middle Grades Education Electives

Program Start Date: Any term
Minimum Program Length: 4 terms day, 6 terms evening

Program Description: The associate of science degree with middle grades education electives is designed for students whose goal is a bachelor's degree in education, major in middle grades education at the University of South Carolina Upstate. Upon completion of the degree requirements, students will transfer to USC Upstate and enter the School of Education to complete coursework. The program in middle grades education prepares students to teach in grades 5 - 8.

Professional Opportunities: Teacher in public or private school

Unique Aspects: The course entitled Schools in Communities, EDU 230, offers students opportunities to explore the teaching profession. This course includes community service and observations in local classrooms. A SLED check is required before classroom observations in local public schools are permitted. Students will also be offered the opportunity for skill building in preparation for the Praxis I Test, required for entry into the School of Education at USC Upstate. This preparation is offered in IDS 104.

EEDA Career Cluster: Education & Training

Course Requirements (followed by credit hours):

A. General Education Courses:

ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPC 205	Public Speaking	3
MAT 110	College Algebra	3
MAT 120	Probability and Statistics (or MAT 220)	3
BIO 101	Biological Science I	4

PHY 201	Physics I (OR PHY 202, 221, 222)	4
Fine Arts (Choose one)		
ART 101, MUS 105, OR THE 101		3
PHI 101	Introduction to Philosophy	3
CPT 101	Introduction to Computers	3
SOC 101	Introduction to Sociology	3
PSY 201	General Psychology	3

B. Major Courses:

MAT 111	College Trigonometry	3
MAT 140	Calculus I	4
	(OR MAT 130 and MAT 132)	
CHM 110	College Chemistry I	4
PHS 101	Physical Science I	4

C. Other Hours Required for Graduation:

EDU 230	Schools in Communities	4
SPA 102	Intermediate Spanish	4
(FRE 102 OR GER 102)		
HIS 104	World History or HIS 105	3

- Minimum semester credit hours required for graduation: 64

D. Additional Courses Available at SCC:

IDS 104	Praxis I Test Prep	1
PSY 203	Human Growth and Development	3
MAT 211	Math for Elementary Education I	3
MAT 215	Geometry	3
MAT 130	Elementary Calculus (or MAT 140)	3
MAT 132	Discrete Math	3

If you scored 1100 SAT (old version), 1650 SAT I (new version), or 24 on ACT, you may exempt Praxis I. For information please contact Susan Poss, (864) 592-4902 or email posss@sccsc.edu, SCC central campus, West Building, Office C-3C.

Associate in Science with Pre-Chiropractic Electives

Program Start Date: Any term
Minimum Program Length: 4 terms day or evening

Program Description: The Associate in Science degree with Pre-Chiropractic electives is designed for advising students whose goal is a doctor of chiropractic degree at Sherman College of Chiropractic.

Professional Opportunities: The Associate in Science degree will allow students the opportunity for transfer to any college or university in disciplines such as biology, chemistry, chiropractic, dentistry, medicine, nursing, pharmacy, physics, agriculture, forestry, mathematics, textiles, veterinary medicine, engineering, statistics and computer science.

Unique Aspects: Upon completion of both the Associate in Science degree with Pre-Chiropractic and the Certificate in Pre-Chiropractic, with an acceptable GPA, students will be eligible to enroll at Sherman College of Chiropractic.

EEDA Career Cluster: Health Sciences

Course Requirements (followed by credit hours):

A. General Education Courses:

ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPC 205	Public Speaking	
History	(choose one)	
	HIS 101, 102, 104, 201 or 202	3
MAT 110	College Algebra	3
MAT 111	College Trigonometry	3
BIO 215	Human Anatomy	4
CHM 110	College Chemistry I	4
PSY 201	General Psychology	3
Social/Behavioral Sciences (choose one)		3
	ECO 210, 211	
	GEO 101, 102	
	PSC 201, 215	
	SOC 101, 205	
Humanities and Fine Arts (choose two)		6
ART 101		
ENG 201, 202, 205, 206, 208, 209, 228, 235, 236, 238		
MUS 105		
PHI 101, 110		
REL 201		
THE 101		

B. Major Courses:

PHY 201	Physics I	4
PHY 202	Physics II	4
CHM 211	Organic Chemistry I	4
BIO 225	Microbiology	4
BIO 240	Nutrition	
	OR	
MAT 120	Probability and Statistics	3

C. Electives and/or Other Additional Hours Required for Graduation:

CHM 105	Chemistry, Organic and Biochemistry	4
BIO 112	Basic Anatomy and Physiology	4

- Total semester credit hours required for program completion: 65.0
- For more information please contact Dr. Gail Jones at (864) 592-4962 or email to jonesg@sccsc.edu or Dr. Berta Hopkins at (864) 592-4262 or email to hopkinsb@sccsc.edu.

Associate in Science with Pre-Engineering Electives

Program start date: Any term
Minimum Program Length: 5 terms day, 7 terms evening

Program Description: The Associate in Science-with Pre-engineering Electives degree is intended for students majoring in science who wish to transfer to four-year institutions. The purpose of this AS (associate in science) program is to prepare students for an engineering or engineering technology curriculum. This degree allows students to concentrate on fulfilling pre-major coursework in their intended field of study. Remaining general education courses may be taken after transferring.

Professional Opportunities: A variety of career opportunities are available in chemical, electrical, mechanical, industrial biomedical, nuclear and civil engineering.

Unique Issues: The curriculum is not intended to fulfill All General Education/University requirements, but to prepare prospective transfer science students to enter the universities with advanced standing, not only in credits but also with major/ program preparation.
Course requirements for specific engineering majors vary among institutions; therefore, students should verify acceptance of credits with the intended transfer college or university. Students are responsible for knowing the transfer requirements and policies, and they are urged to consult the catalog of the institution to which they plan to transfer. College and university course requirements and catalogs are subject to change yearly. Students should meet with their SCC academic advisor to plan an academic schedule for their four-year degree goal.

EEDA Cluster: Science, Technology Engineering and Mathematics

Course Requirements (followed by credit hours):

A. General Education Courses:

ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPC 205	Public Speaking	3
MAT 110	College Algebra	3
MAT 111	College Trigonometry	3
CHM 110	College Chemistry I	4
PSY 201	General Psychology	3
ECO 210	Macroeconomics	3
	OR	
ECO 211	Microeconomics	
HIS 101	Western Civilization to 1689	3
	OR HIS 102, 201, 202	
Transfer level Humanities/ Fine Arts**		3

B. Major Courses:

MAT 140	Analytical Geometry and Calculus I	4
MAT 141	Analytical Geometry and Calculus II	4
CHM 111	College Chemistry II	4
PHY 221	University Physics I	4

C. Other Hours Required for Graduation:

MAT 240	Analytical Geometry and Calculus III	4
PHY 222	University Physics II	4
EGR 269	Engineering Disciplines and Skills	2
EGR 270	Introduction to Engineering	3
** Transfer Level Foreign Language		4
Elective from Social Science, Humanities/ Fine Arts		2
Minimum Semester Credit Hours Required for Graduation:		66

Associate in Science with Secondary Education Electives

Program Start Date: Any term
Minimum Program Length: 4 terms day, 6 terms evening

Program Description: The associate of science degree with secondary education electives is designed for students whose goal is a bachelor's degree in education, major in secondary education at the University of South Carolina Upstate. Upon completion of the degree requirements, students will transfer to USC Upstate and enter the School of Education to complete coursework. The program in secondary education prepares students to teach in grades 9 - 12.

Professional Opportunities: Teacher in public or private school

Unique Aspects: The course entitled Schools in Communities, EDU 230, offers students opportunities to explore the teaching profession. This course includes community service and observations in local classrooms. A SLED check is required before classroom observations in local public schools are permitted. Students will also be offered the opportunity for skill building in preparation for the Praxis I Test, required for entry into the School of Education at USC Upstate. This preparation is offered in IDS 104.

EEDA Career Cluster: Education & Training

With Secondary Biology Education Electives: Course Requirements (followed by credit hours):

A. General Education Courses:

ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPC 205	Public Speaking	3
MAT 110	College Algebra	3
MAT 120	Statistics	3
BIO 101	Biological Science I	4
CHM 110	Chemistry I	4
Fine Arts (Choose one)		
ART 101, MUS 105 or THE 101		3
PHI 101	Introduction to Philosophy	3
HIS 104	OR 105 World History I or II	3

SOC 101	Introduction to Sociology	3
PSY 201	General Psychology	3

B. Major Courses:

BIO 102	Biological Science II	4
PHY 201	Physics	4
CHM 111	Chemistry II	4
MAT 111	College Trig	3

C. Other Hours Required for Graduation:

EDU 230	Schools in Communities	4
SPA 102	Intermediate Spanish (GER 102 or FRE 102)	4
CPT 101	Computer Science	3

Minimum semester credit hours required for graduation: 64

D. Additional Course Available at SCC

IDS 104 Praxis I Test Preparation 1

Students needing preparation for the Praxis I Test may take IDS 104, Interdisciplinary Studies, Career Explorations, one hour credit. This course is offered fall, spring and summer semesters and is entirely online. If you scored 1100 SAT (old version), 1650 SAT I (new version), or 24 on ACT, you may exempt Praxis I. For information please contact Susan Poss, (864) 592-4902 or posss@sccsc.edu, SCC central campus, West Building, Office C-3C.

With Secondary Chemistry Education Electives: Course Requirements (followed by credit hours):

A. General Education Courses:

ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPC 205	Public Speaking	3
MAT 141	Calculus II	4
MAT 120	Statistics	3
BIO 101	Biological Science I	4
PHY 201	Physics I	4
Fine Arts	(Choose One)	
	ART 101, MUS 105, THE 101	3
PHI 101	Introduction to Philosophy	3
HIS 104	OR 105 World History I or II	3
SOC 101	Introduction to Sociology	3
PSY 201	General Psychology	3

B. Major Courses:

CHM 110	Chemistry I	4
CHM 111	Chemistry II	4
PHY 202	Physics II	4
MAT 240	Calculus III	4

C. Other Hours Required for Graduation:

EDU 230	Schools in Communities	4
SPA 102	Intermediate Spanish OR (GER 102 or FRE 102)	4
CPT 101	Introduction to Computers	3

Minimum semester credit hours required for graduation: 66

D. Additional Course Available at SCC

IDS 104, Praxis I Test Preparation 1

Students needing preparation for the Praxis I Test may take IDS 104, Interdisciplinary Studies, Career Explorations, one hour credit. This course is offered fall, spring and summer semesters and is entirely online. If you scored 1100 SAT (old version), 1650 SAT I (new version), or 24 on ACT, you may exempt Praxis I. For information please contact Susan Poss, (864) 592-4902 or posss@sccsc.edu, SCC central campus, West Building, Office C-3C.

With Secondary Mathematics Education Electives: Course Requirements (followed by credit hours):

A. General Education Courses:

ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPC 205	Public Speaking	3
MAT 110	College Algebra	3
MAT 111	College Trigonometry	3
BIO 101	Biological Science I	4
PHS 101	Physical Science I	4
	OR AST 101, PHY 201,202, 221,222	
	OR CHM 110	
Fine Arts	(Choose One)	
	ART 101, MUS 105, THE 101	3
PHI 101	Introduction to Philosophy	3
HIS 104	OR 105 World History I or II	3
SOC 101	Introduction to Sociology	3
PSY 201	General Psychology	3

B. Major Courses:

MAT 132	Discrete Mathematics	3
MAT 140	Calculus I	4
MAT 141	Calculus II	4
MAT 240	Calculus III	4

C. Other Hours Required for Graduation

EDU 230	Schools in Communities	4
SPA 102	Intermediate Spanish or GER 102	
	OR FRE 102	4
CPT 101	Computer Science	3

Minimum semester credit hours required for graduation: 64

D. Additional Course Available at SCC

IDS 104 Praxis I Test Preparation 1

Students needing preparation for the Praxis I Test may take IDS 104, Interdisciplinary Studies, Career Explorations, one hour credit. This course is offered fall, spring and summer semesters and is entirely online. If you scored 1100 SAT (old version), 1650 SAT I (new version), or 24 on ACT, you may exempt Praxis I. For information please contact Susan Poss, (864) 592-4902 or posss@sccsc.edu, SCC central campus, West Building, Office C-3C.

General Studies Transfer Certificate in Arts & Sciences

Program Start Date: Any Term
Minimum Program Length: 2 terms day or evening

Program Description: Students will pursue a general education transfer certificate that is completely transferable to any four-year college or university. Students wishing to continue past this first year of study may pursue, and possibly complete a two-year transfer degree as an Associate in Arts or Associate in Sciences degree graduate.

Program Opportunities: Numerous opportunities exist in many fields of study where a general education is required.

Unique Aspects: Credits earned in this one-year transfer certificate may be applied to the Associate in Arts or Associate in Science transfer degree.

EEDA Career Cluster: All 16 career clusters apply.

Course Requirements (followed by credit hours):

A. General Education Courses:

BIO 101	Biological Science I	4
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
HIS 102	Western Civilization Post 1689	3
MAT 109	College Algebra with Modeling	3
	OR	
MAT 110	College Algebra	
MUS 105	Music Appreciation	3
PSY 201	General Psychology	3

B. Major Courses:

All general education courses are also considered major courses for this certificate.

C. Electives and/or Other Additional Courses Required for Graduation

Electives (three) 9

Electives selected from six (1-6) groups listed below. No more than one elective selected from any one of the six groups.

[1]ENG 102, SPC 205
[2]MAT 120/130/140/211/215
[3]ART 101, THE 101
[4]HIS 101/104/105/112/201/202, REL 101/201, PHI 101/110
[5]GEO 101/102, ECO 210/211, SOC 101, PSC 201
[6]BIO 102, CHM 110/111, PHS 101/102, PHY 201/202/221/222

Minimum semester credit hours required for graduation: 31

AUTOMATED TECHNOLOGY/ROBOTICS

- Automated Manufacturing Technology - Associate Degree in Applied Science

Automated Manufacturing Technology

Associate Degree in Applied Science

Program Start Date: Any term
Minimum Program Length: 5 terms day, 6 terms evening

Program Description: Automated manufacturing technology students learn to maintain, install, operate and service all types of automated systems, including robotic work cells. They study electrical and electronic theory and computer, mechanical and robotic fundamentals.

Practical Experience: Students gain experience building electronic circuits, troubleshooting and servicing robots, servicing fluid power systems, employing predictive maintenance techniques and solving problems on computers.

Professional Opportunities: Robotics technician, automated systems technician, electromechanical technician, systems specialist, electromechanical associate

Unique Aspects: The automated manufacturing technology curriculum is unique in that it incorporates the fields of electrical, electronic, mechanical, computer programming, robotics and process control systems into one course of study. This is extremely attractive to employers in modern manufacturing who are specifically looking to hire multi-skilled technicians into new and up-to-date operations. In addition, there is an opportunity to obtain national certification through the National Center for Construction Education and Research (NCCER), in an assortment of modules related to the field of automation, process control and industrial maintenance technology.

EEDA Career Cluster: Manufacturing; Science, Technology, Engineering & Mathematics

Course Requirements (followed by credit hours):

A. General Education Courses:

ENG 165	Professional Communications	3
MAT 101	Beginning Algebra	3
MAT 168	Geometry and Trigonometry	3
IDS 101	Human Thought and Learning	3
	OR	
Social/Behavioral Science		
SPC 209	Interpersonal Communications	3
	OR	
Other Humanities-Fine Arts		

B. Major Courses:

AMT 101	Automated Manufacturing Overview	2
AMT 105	Robotics and Automated Control I	3
AMT 110	Survey of Manufacturing Processes	3
AMT 205	Robotics and Automated Control II	3
AMT 206	Electricity and Automation	2
AMT 220	Concepts of Lean Manufacturing	3
EEM 107	Industrial Computer Techniques	2
EEM 117	AC/DC Circuits I	4

EEM 151	Motor Controls I	4
EEM 201	Electronic Devices I	3
EEM 211	AC Machines	3
EEM 231	Digital Circuits I	3
EEM 251	Programmable Controllers	3
EEM 252	Programmable Controller Application	3
IMT 102	Industrial Safety	2
IMT 112	Hand Tool Operations	3
IMT 131	Hydraulics and Pneumatics	4
IMT 160	Preventive Maintenance	3
IMT 161	Mechanical Power Applications	4

C. Electives and/or Other Additional Courses Required for Graduation:

The student must complete one elective course which totals at least 2.0 credit hours.

Minimum semester credit hours required for graduation: 74

AUTOMOTIVE TECHNOLOGY

- Automotive Technology - Automotive Service Technology - Associate
- Automotive Technology – Ford ASSET - Associate
- Ford MLR (Maintenance and Light Repair) - Certificate
- Production Associate Technology I - Certificate
-Production Associate Technology II - Certificate

Automotive Technology - Automotive Service Technology

Associate Degree in Applied Science

Program Start Date: Fall term
Minimum Program Length: 6 terms day

Program Description: Students learn to diagnose, service, repair and maintain automotive systems, products and components. They learn to use recommended procedures, service publications, special service tools and equipment to properly repair customer vehicles.

Practical Experience: Students use cooperative work experiences at approved automotive service facilities (or equivalent *) to apply what they have learned in the classroom and lab sessions. During the cooperative work experiences, students, under the direction of an automotive technician, service customer vehicles and become familiar with a repair facility's organization and environment, and learn to work as a member of a team.

Professional Opportunities: Automotive technician, fleet technician, service advisor, shop foreman, service manager

Unique Aspects: Students in the automotive technology programs are required to complete the Ford MLR certificate prior to being accepted into the program. Changes in cooperative work experience sponsors requires the department chair approval.
*Equivalent courses may be substituted for co-op work experience with permission and recommendation of department chair.

EEDA Career Cluster: Transportation, Distribution & Logistics

Course Requirements (followed by credit hours):

A. General Education Courses:

ENG 165	Professional Communications	3
	OR	
ENG 101	English Composition I	
ECO 101	Basic Economics	3
	OR Other Humanities-Fine Arts	
	OR Other Social/Behavioral Science	
HSS 205	Technology and Society	3
	OR Other Humanities-Fine Arts	
MAT 155	Contemporary Mathematics	3
	OR	
MAT 101	Beginning Algebra	
	OR	
MAT 102	Intermediate Algebra	

	OR	
MAT 110	College Algebra	
PSY 103	Human Relations	3
	OR	
Other Social/Behavioral Science		
B. Major Courses:		
AUT 100	Introduction to Auto Hazardous Materials	1
AUT 145	Engine Performance	3
AUT 160	Introduction to Automotive Technology	1
AUT 231	Automotive Electronics	4
AUT 245	Advanced Engine Performance	5
AUT 251	Automatic Transmission Overhaul	5
AUT 275	Alternative Technology Vehicles	3
CWE 114	Cooperative Work Experience I	4
CWE 124	Cooperative Work Experience II	4
CWE 132	Cooperative Work Experience III	2
CWE 214	Cooperative Work Experience IV	4
CWE 224	Cooperative Work Experience V	4
CWE 232	Cooperative Work Experience VI	2

C. Electives and/or Other Additional Courses Required for Graduation:

AUT 107	Advanced Engine Repair	4
AUT 111	Brakes	3
AUT 115	Manual Drive Train/Axle	3
AUT 132	Automotive Electricity	4
AUT 142	Heating and Air Conditioning	3
AUT 221	Suspension and Steering Diagnosis	3

The student must complete one elective course which totals at least 2.0 credit hours.

Minimum semester credit hours required for graduation: 80

Automotive Technology–Ford ASSET

Associate Degree in Applied Science

Program Start Date: Fall term
Minimum Program Length: 6 terms day

Program Description: Ford ASSET (Automotive Student Service Educational Training) students learn to diagnose, service and maintain Ford and Lincoln-Mercury automotive products and components. They learn to use recommended procedures, special service tools and equipment, and Ford service publications.

Practical Experience: Students use cooperative work experiences at sponsoring Ford, Lincoln-Mercury or Mazda dealerships to apply what they have learned in the classroom and lab. During the cooperative work experiences, students, under the direction of an automotive technician, service customer vehicles, become familiar with a dealership's organization and environment, and learn to work as a member of a team.

Professional Opportunities: Automotive technician, service advisor, shop foreman, service manager

Unique Aspects: Students in Ford ASSET are required to complete the Ford MLR certificate prior to being accepted into the program. They must have a Ford Motor Company approved dealership as a sponsor. Completion of cooperative work experiences and maintaining sponsorship at the sponsoring dealership is a program requirement. The Ford ASSET program is a NATEF certified master automobile training program.

EEDA Career Cluster: Transportation, Distribution & Logistics

Course Requirements (followed by credit hours):

A. General Education Courses:

ENG 165	Professional Communications	3
	OR	
ENG 101	English Composition I	
ECO 101	Basic Economics	3
	OR	
Other Humanities-Fine Arts		
	OR	
Other Social/Behavioral Science		
HSS 205	Technology and Society	3
	OR	
Other Humanities-Fine Arts		
MAT 155	Contemporary Mathematics	3
	OR	
MAT 101	Beginning Algebra	
	OR	
MAT 102	Intermediate Algebra	
	OR	
MAT 110	College Algebra	
PSY 103	Human Relations	3
	OR	
Other Social/Behavioral Science		

B. Major Courses:

AUT 100	Introduction to Auto Hazardous Materials	1
AUT 145	Engine Performance	3
AUT 160	Introduction to Automotive Technology	1
AUT 231	Automotive Electronics	4
AUT 245	Advanced Engine Performance	5
AUT 251	Automatic Transmission Overhaul	5
AUT 275	Alternative Technology Vehicles	3
CWE 114	Cooperative Work Experience I	4
CWE 124	Cooperative Work Experience II	4
CWE 132	Cooperative Work Experience III	2
CWE 214	Cooperative Work Experience IV	4
CWE 224	Cooperative Work Experience V	4
CWE 232	Cooperative Work Experience VI	2

C. Electives and/or Other Additional Courses Required for Graduation:

AUT 107	Advanced Engine Repair	4
AUT 111	Brakes	3
AUT 115	Manual Drive Train/Axle	3
AUT 132	Automotive Electricity	4
AUT 142	Heating and Air Conditioning	3
AUT 221	Suspension and Steering Diagnosis	3

The student must complete one elective course which totals at least 3.0 credit hours.
Minimum semester credit hours required for graduation: 80

Ford MLR (Maintenance and Light Repair)

Certificate

Program Start Date: Fall term
Minimum Program Length: 3 terms day or evening

Program Description: Ford Maintenance and Light Repair students learn theory of operation and diagnosis/repair of Ford automotive brake, electrical, air conditioning, steering and suspension systems.

Practical Experience: Students gain experience and skills needed to perform regular maintenance, minor repairs, and parts installation on Ford automobiles and light trucks. Specifically, students would gain skills and earn Ford certification in brake systems, climate control systems, steering and suspension systems, and basic electrical systems.

Professional Opportunities: Ford Light Line Technician, maintenance technician, entry-level technician, Quick Lane® service technician

Unique Issue: Students must complete this certificate program prior to being accepted into the Ford ASSET or Automotive Service Technology degree program. Certificate graduates may transfer into the Ford ASSET program with advanced standing. Graduates earn 25 percent of Ford STST (Service Technicians Specialty Training) credentials.

EEDA Career Cluster: Transportation, Distribution & Logistics

Course Requirements (followed by credit hours):

A. General Education Requirements: None

B. Major Course Requirements

AUT 160	Introduction to Automotive Technology	1
AUT 111	Brakes	3
AUT 132	Automotive Electricity	4
AUT 142	Heating and Air Conditioning	3
AUT 156	Automotive Diagnosis and Repair	4
AUT 221	Steering and Suspension Diagnosis	3
AUT 232	Automotive Accessories	2
AUT 262	Advanced Automotive Diagnosis and Repair	4

C. Electives and Other Courses Required for Graduation: None

- Minimum Semester Credit Hours Required for Graduation: 24

Production Associate Technology I

Certificate

Program start date: Fall term
Minimum Program Length: Minimum 1 term day

Program Description: This program is designed for students who wish to pursue careers in automotive-related and other advanced manufacturing companies.

Practical Experience: The certificate provides students with knowledge of manufacturing production processes, equipment, design, and operation. Students spend hands-on time working with applications, tools and equipment used in the manufacturing environment

Professional Opportunities: Production associate, equipment/ machine operator, assembler/ fabricator

Unique Aspects: Students may earn MSSC (Manufacturing Skills Standards Council) nationally recognized certification through this program. Students with existing MSSC Certifications may receive advanced standing in the program. Students may utilize the Production Associate certificate and degree programs as a career ladder program to gain additional credentials in more specific, degree programs such as Automated Manufacturing, Industrial Electronics, Industrial Repair, Machine Tool, Mechatronics or Production Associate Technology

EEDA Career Cluster: Manufacturing; Agriculture, Food & Natural Resources; Transportation, Distribution & Logistics; Architectural & Construction; Science, Technology, Engineering & Mathematics

Course Requirements (followed by credit hours):

A. General Education Requirements:

MAT	155	Contemporary Mathematics	3

B. Major Courses:

AMT 106	Manufacturing Workplace Skills	3
AMT 110	Survey of Manufacturing Processes	3
EEM 107	Industrial Computer Techniques	2
IMT 112	Hand Tools Operations	3
IMT 171	MSSC Certification 1	1
IMT 172	MSSC Certification 1I	1
IMT 173	MSSC Certification 1II	1
IMT 174	MSSC Certification 1V	1

Electives and Other Courses Required for Graduation: None

Minimum Semester Credit Hours Required for Graduation: 18

Production Associate Technology II

Certificate

Program start date: Spring term
Minimum Program Length: Minimum 4 term day

Program Description: This program is designed for students who wish to pursue careers in automotive-related and other advanced manufacturing companies. This certificate provides students with advanced knowledge of manufacturing production processes, equipment, design, and operation

Practical Experience: The certificate builds on the Production Associate Technology I certificate and allows students to work as a co-op work experience student at a local manufacturing facility or take technical electives to learn the skills needed in industry. Students spend hands-on time working with applications, tools and equipment used in the manufacturing environment

Professional Opportunities: Production associate, production leader, equipment/ machine operator, assembler/ fabricator, team leader

Unique Aspects: Students must complete the Production Technology I certificate prior to being accepted into this certificate since this certificate builds on content from the first certificate. Graduates may utilize the Production Associate certificates as a career ladder program to gain additional credentials in more specific, degree programs such as Automated Manufacturing, Industrial Electronics, Industrial Repair, Machine Tool, Mechatronics or Production Associate Technology

EEDA Career Cluster:
Manufacturing; Agriculture, Food &Natural Resources; Transportation, Distribution & Logistics; Architectural & Construction; Science, Technology, Engineering & Mathematics

Course Requirements (followed by credit hours):

A. General Education Requirements: None

B. Major Courses:

AMT 101	Automated Manufacturing Overview	2
AMT 220	Concepts of Lean Manufacturing	3
EEM 105	Basic Electricity	2
EGR 140	Collaborative Product Development	3
EGT 123	Industrial Print Reading	2
IMT 103	Precision Measuring Instruments	2
IMT 110	Industrial Instrumentation	3
IMT 160	Preventive Maintenance	3
MGT 150	Fundamentals of Supervision	3

Electives and Other Courses Required for Graduation:

CO-OP Work Experience or other approved technical electives	12
Minimum Semester Credit Hours Required for Graduation:	35

Production Associate Technology - General Technology

Associate Degree in Applied Science

Program start date: Any term
Minimum Program Length: 5 terms day

Program Description: This program is designed for students who wish to pursue careers in automotive-related and other advanced manufacturing companies. The degree provides students with a comprehensive knowledge of advanced manufacturing production processes, equipment, design, and operation.

Practical Experience: The Production Associate Technology- General Technology Degree is intended for students desiring to build upon their skills obtained in the Production Associate I & II certificates to provide additional employable skills and credentials for increased advancement opportunities in the manufacturing industry. Given the variety of manufacturing based companies in this region and advances in industrial machinery and operations, persons with technical skills in this discipline are in high demand. Individuals with this degree and work experience are better equipped to move into maintenance technician and/or team leader positions.

Professional Opportunities: Production associate, production team leader, equipment/ machine operator, assembler/ fabricator, inspector, tester, production supervisor/ manager

Unique Aspects: This degree allows students to participate in co-op work experiences or take secondary technical electives to learn the skills required in a particular manufacturing industry. Students must complete the Production Associate I and Production Associate II prior to being accepted into this degree. Students may utilize the Production Associate certificate and degree programs as a career ladder program to advance into other more advanced programs such as Industrial Repair, Mechatronics, or Automated Manufacturing Technology

EEDA Career Cluster: Manufacturing; Agriculture, Food & Natural Resources; Transportation, Distribution & Logistics; Architectural & Construction; Science, Technology, Engineering & Mathematics

Course Requirements (followed by credit hours):

A. General Education Courses:

ENG 165	Professional Communications	3
	Or	
ENG 101	English Composition	
PSY 103	Interpersonal Relations	3
	Or	
	Other Social/Behavioral Science	
MAT 155	Contemporary Mathematics	3
	Or	
MAT 101	Beginning Algebra	
	Or	
MAT 102	Intermediate Algebra	
HSS 205	Technology and Society	3
	Or Other Humanities/ Fine Arts	
SPC 209	Interpersonal Communications	3

B. Major Courses:

Primary Specialty:

AMT 101	Automated Manufacturing Overview	2
AMT 106	Manufacturing Workplace Skills	3
AMT 110	Survey of Manufacturing Processes	3
AMT 220	Concepts of Lean Manufacturing	3
EEM 105	Basic Electricity	2
EEM 107	Industrial Computer Techniques	2
EGR 140	Collaborative Product Development	3
EGT 123	Industrial Print Reading	2
IMT 103	Precision Measuring Instruments	2
IMT 110	Industrial Instrumentation	3
IMT 112	Hand Tools Operations	3
IMT 160	Preventive Maintenance	3
IMT 171	MSSC Certification 1	1
IMT 172	MSSC Certification 1I	1
IMT 173	MSSC Certification 1II	1
IMT 174	MSSC Certification 1V	1
MGT 150	Fundamentals of Supervision	3

Secondary Technical Specialty:

CO-OP Work Experience or other approved technical electives	12

C. Other Hours Required for Graduation:

Electives (from Industrial & Engineering Technologies)	3
Free Elective	2
Minimum Semester Credit Hours Required for Graduation:	70

BIOTECHNOLOGY

- Pre-Biotechnology (Phase I) - Certificate

Pre-Biotechnology (Phase I)

Certificate

Program Start Date: Any Term
Minimum Program Length: 2 terms day and/or evening
Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description: The Certificate in Pre-Biotechnology provides fundamental biological science, chemistry, and mathematical knowledge as well as the development of critical thinking skills for the student who desires a career in Biotechnology. The two-semester curriculum includes general education college transfer courses as well as the core science classes required for the successful completion of the second year science curriculum at Greenville Technical College.

Practical Experience: Students are provided hands-on biology and chemistry laboratory scenarios in which they develop and hone laboratory skills. Additionally, students are given the opportunity to use up-to-date microcomputer hardware and software similar to that used in business and industry. All courses will provide critical thinking skills that will allow for effective communication, team building and problem-solving skills stressed in the work place.

Professional Opportunities: Accelerated promotion opportunities within biotechnology facilities.

Unique Aspects: This program prepares students for the Associate Degree in Health Science with a major in Biotechnology. Credits earned in this program may be applied to completion of the 2 year Associate Degree with a major in Biotechnology as well as course requirements for an AA or AS Degree.

EEDA Career Cluster: Science, Technology, Engineering, and Mathematics

Course Requirements (followed by credit hours):

A. General Education Courses:

BIO 101	Biological Science I	4
CHM 110	College Chemistry I	4
ENG 101	English Composition I	3
SPC 205	Public Speaking	3
Humanities Elective		3
CHM 111	College Chemistry II	4
CPT 101	Introduction to Computers	3
ENG 260	Advanced Technical Communications	3
MAT 120	Probability & Statistics	3
Social Science Elective		3

B. Major Courses:* None

C. Electives and/or Other Additional Courses Required for Graduation: None

Minimum semester credit hours required for graduation: 33

BUSINESS & MANAGEMENT

ACCOUNTING
- *Accounting - Associate*
- *Accounting with Information System Electives - Associate*
- *Accounting Specialist - Certificate*

ADMINISTRATIVE
- *Administrative Office Technology - Associate*
- *Administrative Office Technology with Legal Electives - Associate*
- *Administrative Office Technology - Medical - Associate*
- *Administrative Support - Certificate*
- *Pre-Paralegal (Phase I) - Certificate*

ENTREPRENEUR
- *Entrepreneurship - Certificate*

MANAGEMENT
- *Management - Associate*
- *Management with Culinary Arts Electives - Associate*
- *Management with Fire Service Electives - Associate*
- *Management with Information Technology Electives - Associate*
- *Management with Marketing Electives - Associate*
- *Management with Medical Electives - Associate*

ACCOUNTING

- *Accounting - Associate*
- *Accounting with Information System Electives - Associate*
- *Accounting Specialist - Certificate*

Accounting

Associate Degree in Applied Science

Program Start Date: Fall or spring terms
Minimum Program Length: 5 terms day or 6 terms evening
Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description: Accounting students develop the skills to analyze, record, summarize and report accounting information. A comprehensive study of financial and managerial applications will include individual income tax procedures, cost and budget analysis and automated accounting systems. Students learn techniques in standard costing, variance analysis and inventory management.

Practical Experience: Students complete accounting simulations using microcomputers, develop accounting models using spreadsheet software, perform accounting applications using integrated accounting software and develop financial forecasts from historical analysis. Students develop problem-solving, interpersonal and communication skills.

Professional Opportunities: Accounting clerk, junior accountant, payroll clerk, accounting supervisor, junior cost accountant, tax preparer and public accountant

EEDA Career Cluster
Government & Public Administration; Business, Management and Administration; Finance

Course Requirements for Accounting (followed by credit hours)

A. General Education Courses:

ENG 101	English Composition I*	3
ENG 102	English Composition II	3
ECO 210	Macroeconomics	3
MAT 120	Probability & Statistics*	3
SPC 205	Public Speaking	3
	OR	
SPC 209	Interpersonal Communication	

B. Major Courses:

ACC 101	Accounting Principles I*	3
ACC 102	Accounting Principles II*	3
ACC 124	Individual Tax Procedures*	3
ACC 150	Payroll Accounting*	3
ACC 201	Intermediate Accounting I*	3
ACC 202	Intermediate Accounting II*	3
ACC 230	Cost Accounting I*	3
ACC 246	Integrated Accounting Software*	3
ACC 260	Auditing*	3
ACC 275	Selected Topics in Accounting*	3
BAF 101	Personal Finance*	3
BAF 260	Financial Management*	3
BUS 121	Business Law I*	3
CPT 101	Introduction to Computers*	3
CPT 178	Software Applications*	3
MGT 101	Principles of Management*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation:

- The student must complete two elective courses which total 6.0 credit hours from: ACC 221, ACC 224, ACC 265, ACC 291, MGT, 201

Minimum semester credit hours required for graduation: 69

Accounting with Information System Electives

Associate Degree in Applied Science

Program Start Date: Fall or spring terms
Minimum Program Length: 5 terms day
Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description: Accounting with Information System Electives students develop the skills to analyze, record, summarize, and report accounting information, while also being able to generate reports from and maintain data within a standard database. A comprehensive study of financial and managerial software applications, basic programming and databases will include standard

accounting principles, cost and budget analysis, automated accounting systems, corporate governance requirements, and financial reporting requirements.

Practical Experience: Students complete accounting simulations using microcomputers, develop accounting models using spreadsheet software, perform accounting applications using integrated accounting software and develop financial forecasts from historical analysis. Students develop problem-solving, interpersonal and communication skills.

Professional Opportunities: Accounting clerk, junior accountant, payroll clerk, accounting supervisor, junior cost accountant, tax preparer, public accountant, database technician, information system technician, computer technician, and financial database analyst.

Unique Aspects: The rationale for the Accounting with Information System Electives program is to fulfill the business community's need for employees who can effectively handle a medium to large database while also possessing the skills to understand the financial requirements of the organization. Students will also be knowledgeable of security requirements of the database and new regulatory requirements related to corporate governance and financial reporting. Graduates will have sufficient skills to enter the workplace upon graduation or can choose to continue their education and professional certifications in both the accounting and computer science fields.

EEDA Career Cluster: Finance

Course Requirements (followed by credit hours):

A. General Education Courses:

ECO 210	Macroeconomics	3
ENG 101	English Composition I*	3
ENG 102	English Composition II	3
MAT 120	Probability and Statistics	3
SPC 205	Public Speaking	3
	OR	
SPC 209	Interpersonal Communication	

B. Major Courses:

ACC 101	Accounting Principles I*	3
ACC 102	Accounting Principles II*	3
ACC 201	Intermediate Accounting I*	3
ACC 202	Intermediate Accounting II*	3
ACC 230	Cost Accounting I*	3
ACC 246	Integrated Accounting Software*	3
ACC 260	Auditing*	3
ACC 265	Not-for-Profit Accounting*	3
BAF 101	Personal Finance*	3
BUS 121	Business Law I*	3
CPT 101	Introduction to Computers*	3
CPT 114	Computers and Programming*	3
CPT 178	Software Applications*	3
CPT 264	Systems & Procedures*	3

* Minimum grade of C is required

C. Electives and/or Other Additional Courses Required for Graduation:

- The student must complete four elective courses which totals 12.0 credit hours from: CPT 202, CPT 242, CPT 244, CPT 285, ISP 293, IST 220, IST 222

Minimum semester credit hours required for graduation: 69

Accounting Specialist

Certificate

Program Start Date: Fall or spring terms
Minimum Program Length: 3 terms day, 3 terms evening
Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description: Administrative accounting specialist students develop basic accounting skills to analyze, record, summarize and report accounting information. A comprehensive study of payroll accounting procedures, individual income tax procedures, Excel spreadsheet applications, and computerized accounting software applications are included. Students focus on communication, general office procedures and professional development.

Practical Experience: Students complete accounting simulations using microcomputers, develop accounting models using Excel spreadsheets, and perform accounting applications using integrated accounting software. Projects are assigned that simulate actual applications in today's offices, allowing students to develop individual software skills. Effective communication, team building and problem-solving skills will be stressed.

Professional Opportunities: Accounting clerk, payroll clerk, bookkeeper, billing clerk, accounts receivable clerk, accounts payable clerk, office assistant, inventory control clerk, administrative specialist and tax preparer

Unique Aspects: Graduates of this program may transfer into the Accounting associate degree program.

EEDA Career Cluster: Government & Public Administration; Business, Management & Administration; Finance

Course Requirements (followed by credit hours):

A. General Education Courses:

SPC 209	Interpersonal Communication	3

B. Major Courses:

ACC 101	Accounting Principles I *	3
ACC 102	Accounting Principles II *	3
ACC 124	Individual Tax Procedures *	3
ACC 150	Payroll Accounting *	3
ACC 246	Integrated Accounting Software *	3
BAF 101	Personal Finance*	3
BUS 121	Business Law *	3
CPT 101	Introduction to Computers *	3
CPT 178	Software Applications*	3

*Grade of "C" or better is required

C. Electives and/or Additional Courses Required for Graduation: None

Minimum semester hours required for graduation: 30

ADMINISTRATIVE

- *Administrative Office Technology - Associate*
- *Administrative Office Technology with Legal Electives - Associate*
- *Administrative Office Technology - Medical - Associate*
- *Administrative Support - Certificate*
- *Pre-Paralegal (Phase I) - Certificate*

Administrative Office Technology

Associate Degree in Applied Science

Program Start Date: Fall or spring terms
Minimum Program Length: 6 terms day or evening
Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description: Administrative Office Technology students develop basic and advanced skills in microcomputer word processing, desktop publishing, spreadsheet, web page and database design and maintenance. Students focus on communication, accounting, general office procedures, professional development and office management skills.

Practical Experience: Students use up-to-date microcomputer hardware and software similar to that used in business and industry and case studies to develop office supervision skills. Projects simulate actual applications in today's offices, allowing students to develop advanced individual and integrated software application skills. Students develop effective communication, team-building and problem-solving skills. Students are required to complete practical work experience in a local business office.

Professional Opportunities: Administrative assistant, executive assistant, office manager, administrative professional

Unique Aspects: This program prepares students for the certified professional secretaries exam and the Microsoft Office Specialist certification. The College offers experiential learning credit opportunities for students who have successfully passed the Certified Professional Secretary (CPS) examination. Students are encouraged to contact the business technologies department chair for more information.

EEDA Career Cluster: Law, Public Safety, Corrections & Security; Marketing, Sales & Services; Business, Management & Administration; Human Services

Course Requirement (followed by credit hours):

A. General Education Courses:

ENG 101	English Composition I*	3
ENG 265	Advanced Professional Communications*	3
MAT 101	Beginning Algebra	3
MAT 160	Math for Business and Finance*	3
Humanities-Fine Arts		3
Social/Behavorial Science		3

B. Major Courses:

ACC 111	Accounting Concepts*	3
AOT 133	Professional Development*	3
AOT 134	Office Communications*	3
AOT 141	Office Procedures I*	3
AOT 142	Advanced Office Procedures II*	3
AOT 254	Office Simulation*	3
BUS 121	Business Law*	3
BUS 220	Business Ethics*	3
CPT 101	Introduction to Computers*	3
CPT 172	Microcomputer Data Base*	3
CPT 174	Microcomputer Spreadsheets*	3
CPT 179	Microcomputer Word Processing*	3
CPT 270	Advanced Microcomputer Applications*	3
CWE 123	Cooperative Work Experience II*	3
MGT 110	Office Management*	3
MKT 135	Customer Service Techniques*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation:
The student must complete one elective course which totals 3.0 credit hours.
Minimum semester credit hours required for graduation: 69

Administrative Office Technology with Legal Electives

Associate Degree in Applied Science

Program Start Date: Fall or spring terms
Minimum Program Length: 5 terms day
Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description: Administrative Office Technology with Legal Electives students develop skills to prepare for employment as general office professionals in the legal field. Students will be provided with the fundamentals of basic legal and administrative skills used in the legal office environment.

Practical Experience: Students are given an opportunity to train in a legal office environment, learn how to assist attorneys/paralegals and their clients and successfully handle legal office work requirements. Projects in filing, legal document applications, legal software and basic clerical skills are assigned. Simulations, shadowing experiences and field trips also help to enrich the student's training. Effective communication, team building and problem-solving skills will be stressed. Students are required to complete practical work experience in a local law firm or corporate legal department.

Professional Opportunities: Patent office administrative assistant, contracts administrative assistance, office administrator, legal office assistant and general office assistant

Unique Aspects: After completion of this degree, students may apply to Spartanburg Methodist College for admission to the Paralegal Certificate Program.

EEDA Career Cluster: Law, Public Safety, Corrections & Security; Government and Public Administration

Course Requirements (followed by credit hours):

A. General Education Courses:

ENG 101	English Composition I*	3
ENG 265	Advanced Professional Communications*	3
MAT 101	Beginning Algebra	3
MAT 160	Math for Business and Finance*	3
Humanities-Fine Arts		3
Social/Behavorial Science		3

B. Major Courses:

ACC 111	Accounting Concepts*	3
AOT 133	Professional Development*	3
AOT 134	Business Communications*	3
AOT 141	Office Procedures I*	3
AOT 144	Legal Office Procedures I*	3
AOT 213	Legal Document Production*	3
AOT 214	Software Applications in the Law Office*	3
AOT 253	Legal Systems and Procedures*	3
BUS 121	Business Law*	3
CPT 101	Introduction to Computers*	3
CPT 172	Microcomputer Data Base*	3
CPT 174	Microcomputer Spreadsheets*	3
CPT 179	Microcomputer Word Processing*	3
CWE 123	Cooperative Work Experience II*	3
MGT 110	Office Management*	3
MKT 135	Customer Service Techniques*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation:

- The student must complete one elective course which totals 3.0 credit hours.

Minimum semester credit hours required for graduation: 69

Administrative Office Technology - Medical

Associate Degree in Applied Science

Program Start Date: Fall term
Minimum Program Length: 5 terms day
Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description: Administrative Office Technology - Medical students develop the essential skills to work in or manage medical offices, medical records departments and other related health care facilities. Students focus on medical terminology; medical office procedures; microcomputer word processing, spreadsheet, database, communications and Internet applications; general office management; insurance, coding, billing and patient service skills.

Practical Experience: Students use up-to-date microcomputer hardware and software similar to that used in the medical industry. Projects simulate actual applications in today's offices. Students develop effective communication, team-building and problem-solving skills. They gain practical experience in local doctors' offices and health care facilities through scheduled internships during the last term.

Professional Opportunities: Medical records assistant, medical office assistant, medical administrative assistant, insurance and billing specialist and patient records clerk.
Unique Aspects: Students receive certification in CPR and OSHA.

EEDA Career Cluster: Health Science
Course Requirements (followed by credit hours):

A. General Education Courses:

ENG 101	English Composition I*	3
MAT 160	Math for Business and Finance*	3
Humanities-Fine Arts		3
Social/Behavorial Science		3

B. Major Courses:

ACC 111	Accounting Concepts*	3
AHS 102	Medical Terminology*	3
AHS 155	Special Topics in Health Care*	3
AOT 133	Professional Development*	3
AOT 134	Business Communications*	3
AOT 141	Office Procedures I*	3
AOT 164	Medical Information Processing*	3
AOT 252	Medical Systems and Procedures*	3
AOT 270	SCWE in Administrative Office*	3
CPT 101	Introduction to Computers*	3
CPT 174	Microcomputer Spreadsheets*	3
CPT 179	Microcomputer Word Processing*	3
HIM 105	Medical Office Communications and Practices*	3
HIM 216	Coding and Classification I*	3
HIM 225	Coding and Classifcation II*	3
MED 109	Medical Business Records*	3
MGT 110	Office Management*	3
MKT 135	Customer Service Techniques*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation:

- The student must complete one elective course which totals 3.0 credit hours.

Minimum semester credit hours required for graduation: 69

Administrative Support

Certificate

Program Start Date: Any term
Minimum Program Length: 2 terms day or evening
Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description: Administrative Support students are trained in the principles of word processing, spreadsheet, data base and presentation applications as they apply to the business industry today. Competencies include document creation and modification, report generation and integration of multiple documents. Other skills include business communications, general office procedures, customer service, professional development and accounting concepts.

Practical Experience: Students are given the opportunity to use up-to-date computer hardware and software similar to that used in industry. Projects are assigned that simulate actual applications in today's offices, allowing students to develop integrated as well as individual software skills. Effective communication, team-building and problem-solving skills will be stressed.

Professional Opportunities: Administrative specialist, information specialist, software application specialist, receptionist, customer service representative, general office clerk

Unique Aspects: Students will complete 15 hours of work experience in a designated office environment. Credits earned in this certificate may be applied to the Administrative Office Technology in Applied Science degree.
EEDA Career Cluster: Business, Management & Administration
Course Requirements (followed by credit hours):
A. General Education Courses: None

B. Major Courses:

ACC 111	Accounting Concepts*	3
AOT 133	Professional Development*	3
AOT 134	Office Communications*	3
AOT 141	Office Procedures I*	3
AOT 142	Advanced Office Procedures II*	3
CPT 101	Introduction to Computers*	3
CPT 179	Microcomputer Word Processing*	3
CWE 131	Cooperative Work Experience III*	1
MKT 135	Customer Service Techniques*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation: None
Minimum semester credit hours required for graduation: 25

Pre-Paralegal (Phase I)

Certificate

Program Start Date: Fall term (day only)
Minimum Program Length: 2 terms
Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description: Paralegals work under the direction of an attorney and perform all phases of legal work including research, investigation and document preparation. Paralegals investigate the facts of cases and ensure that all relevant information is considered. They also identify appropriate laws, judicial decisions, legal articles and other materials that are relevant to assigned cases.

Practical Experience: Students gain proficiency in interpersonal and technical skills. Additional legal speciality courses as well as an internship will be completed at Spartanburg Methodist College.

Professional Opportunities: Paralegals are employed by law firms, corporate legal departments, medical facilities and various government offices.

Unique Aspects: The pre-paralegal certificate (phase 1) is offered for students who wish to apply for Phase II at Spartanburg Methodist College (SMC). Acceptance into Phase II is based on SMC's standard admission policies. Completion of Phase I with a grade of "C" in every class and two letters of recommendation are required. Credits earned in this program may be applied to the administrative office technology with legal electives associate degree.

EEDA Career Cluster: Law, Public Safety, Corrections & Security

Course Requirements (followed by credit hours):

A. General Education Courses: None

B. Major Courses:

AOT 133	Professional Development*	3
AOT 134	Business Communications*	
AOT 141	Office Procedures I*	3
AOT 144	Legal Office Procedures*	3
AOT 213	Legal Document Production*	3
AOT 214	Software Applications for the Law Office*	3
BUS 121	Business Law I*	3
CPT 101	Introduction to Computers*	3

* Minimum grade of C is required

C. Electives and/or Other Additional Courses Required for Graduation: None
Minimum semester credit hours required for graduation: 24

ENTREPRENEUR

Entrepreneurship

Certificate

Program Start Date: Any term
Minimum Program Length: 2 terms day, evening or online curriculum

Program Description: The Entrepreneurship Certificate students fulfill the needs of the business community for entry level management employees and for beginning entrepreneurs who can develop a business plan for a marketable skill or product, develop and market the skill or product, and have a basic understanding of planning, organizing, leading, and controlling a small business. Graduates will have sufficient skills to enter the marketplace, form a small business, or continue their education in management.

Practical Experience: Students gain basic skills in marketing, management, financial principles, and computer applications which are important for beginning managers and entrepreneurs.

Professional Opportunities: Students with a marketable skill or product will be able to form and operate a small business. Other students will be able to obtain assistant manager positions, sales positions, management trainee positions, or continue their education.

Unique Aspects: Credits earned in this certificate may be applied to the Management Associate in Applied Science degree.

EEDA Career Cluster: Business, Management, and Administration

Course Requirements (followed by credit hours):

A. General Education Courses: None

B. Major Courses:

ACC 101	Accounting Principles I*	3
ACC 102	Accounting Principles II*	3
ACC 246	Integrated Accounting Software*	3
BUS 110	Entrepreneurship*	3
BUS 121	Business Law I*	3
BUS 210	Introduction to E-Commerce Business*	3
CPT 101	Introduction to Computers*	3
MGT 101	Principles of Management*	3
MGT 201	Human Resource Management*	3
MKT 101	Marketing*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation: None
Minimum semester credit hours required for graduation: 30

MANAGEMENT

- *Management - Associate*
- *Management with Culinary Arts Electives - Associate*
- *Management with Fire Service Electives - Associate*
- *Management with Information Technology Electives - Associate*
- *Management with Marketing Electives - Associate*
- *Management with Medical Electives - Associate*

Management

Associate Degree in Applied Science

Program Start Date: Fall or spring **terms**
Minimum Program Length: 5 terms day orInternet/online or 6 terms evening
Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description: Management students develop basic skills to plan, organize, lead and control activities in general business and industry settings. Focus will be placed on supervision, human resource management, accounting, financial planning, budgeting and computer applications. Additional skills will be developed based on the individualized plan of study developed by the student and department chair/academic advisor. This program is offered online as well as in traditional classes.

Practical Experience: Students complete simulations and research projects in human resource management, accounting, finance and computer software applications.

Professional Opportunities: Supervisor, assistant manager, department manager, project manager, account manager

EEDA Career Cluster: Government & Public Administration; Law, Public Safety, Corrections & Security; Agriculture, Food & Natural Resources; Marketing, Sales & Service; Hospitality & Tourism; Business, Management & Demonstration; Finance

Course Requirements (followed by credit hours):

A. General Education Courses:

ECO 210	Macroeconomics	3
ENG 101	English Composition I*	3
ENG 102	English Composition II	3
MAT 120	Probability and Statistics*	3
SPC 205	Public Speaking	3

B. Required Core Courses:

ACC 101	Accounting Principles I*	3
ACC 102	Accounting Principles II	3
BAF 101	Personal Finance*	3
BUS 121	Business Law I*	3
BUS 210	Introduction to E-Commerce in Business*	3
BUS 220	Business Ethics*	3
BUS 268	Special Topics in Business*	3
CPT 101	Introduction to Computers*	3

CPT 178	Software Applications*	3
MGT 101	Principles of Management*	3
MGT 201	Human Resource Management*	3
MGT 255	Organizational Behavior*	3
MKT 101	Marketing*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation:

- Students must complete 15.0 credit hours of approved electives from the following list: ACC 124, ACC 150, ACC 246, ACC 265, AOT133, BAF 260, BUS 110, MKT 123, MKT 135, MKT 221, MKT 240, MKT 245 (No more than three (3) accounting or three (3) marketing classes may be taken as part of the 15 hours of electives.)

Minimum semester credit hours required for graduation: 69

Management with Culinary Arts Electives

Associate Degree in Applied Science

Program Start Date: Fall or spring terms
Minimum Program Length: 5 terms day; 6 terms evening
Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description: Management (with Culinary Arts Electives) students develop skills to plan, organize, lead and control activities related to the food service industry. Students focus on the applications and supervision of restaurant and kitchen personnel involved in sanitation, nutrition, food preparation, menu design and pricing, purchasing, inventory control and cost management.

Practical Experience: Students gain hands-on experience in a state-of-the-art kitchen facility under the direction of a certified chef and a Certified Hospitality Educator (CHE). Students also complete projects using microcomputer applications and accounting software. Problem-solving, interpersonal and communication skills are also developed.

Professional Opportunities: Assistant restaurant manager, kitchen manager trainee, purchasing assistant, kitchen supervisor

Unique Aspects: Students will be offered certification examinations through the National Restaurant Association Examination for: Safety and Sanitation (ServSafe), Nutrition, Principles of Food Production II.

EEDA Career Cluster: Hospitality & Tourism; Business, Management & Administration

Course Requirements (followed by credit hours):

A. General Education Courses:

ECO 210	Macroeconomics	3
ENG 101	English Composition I*	3
ENG 102	English Composition II	3
MAT 120	Probability and Statistics	3
SPC 205	Public Speaking	3

B. Major Courses:

ACC 101	Accounting Principles I*	3
ACC 102	Accounting Principles II	3
BAF 101	Personal Finance*	3
BUS 121	Business Law I*	3
BUS 210	Introduction to E-Commerce in Business*	3
BUS 220	Business Ethics*	3
CPT 101	Introduction to Computers*	3
CPT 178	Software Applications*	3
HOS 101	Principles of Food Production I*	3
HOS 102	Principles of Food Production II*	3
HOS 103	Nutrition*	3
HOS 115	Quantity Food Preparation*	4
HOS 155	Hospitality Sanitation*	3
MGT 101	Principles of Management*	3
MGT 201	Human Resource Management*	3
MGT 255	Organizational Behavior*	3
MKT 101	Marketing*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation:

- Students must complete one elective course which totals 2.0 credit hours from the following recommended courses: HOS 104, HOS 12, HOS 119, HOS 135 and HOS 156.

Minimum semester hours required for graduation: 70

Management with Fire Service Electives

Associate Degree in Applied Science

Program Start Date: Fall or spring terms
Minimum Program Length: 5 terms day orInternet/online or 6 terms evening
Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description: Management (with Fire Service Electives) students develop skills to plan, organize, lead and control the individuals and resources in fire departments. Course work will focus on supervision, human resource management, accounting and budgeting, and computer applications. This program may lead to a four-year baccalaureate degree in fire service administration or fire prevention technology.

Practical Experience: Through case studies, students simulate management decision-making skills that parallel those in industry. Students use microcomputer hardware and software in basic word-processing, spreadsheet, accounting, and finance applications. They develop effective communication, team-building and problem-solving skills.

Professional Opportunities: Assistant chief, fire chief (depending on level of applicable work experience in the fire service field)

Unique Aspects: At the request of the South Carolina State Fireman's Association, this management program has been designed for individuals currently working as a paid or volunteer fire fighter. Fifteen semester hours of fire service electives are required and may be taken from an accredited institution or may be earned through experiential learning by the completion of local, state and/or National Fire Academy training courses. An articulation agreement with guidelines for awarding exemption credit for certification training offered by the National Fire Academy or the South Carolina Fire Academy is available from the academic advisor and will be used to evaluate students' fire academy transcripts. Spartanburg Community College does not offer courses which meet this fire service requirement.

EEDA Career Cluster: Law, Public Safety, Corrections & Security; Business, Management & Demonstration

Course Requirements (followed by credit hours):

A. General Education Courses:

ECO 210	Macroeconomics	3
ENG 101	English Composition I*	3
ENG 102	English Composition II	3
MAT 120	Probability and Statistics	3
SPC 205	Public Speaking	3

B. Required Core Courses:

ACC 101	Accounting Principles I*	3
ACC 102	Accounting Principles II*	3
BAF 101	Personal Finance*	3
BUS 121	Business Law I*	3
BUS 210	Introduction to E-Commerce in Business*	3
BUS 220	Business Ethics*	3
CPT 101	Introduction to Computers*	3
CPT 178	Software Applications*	3
MGT 101	Principles of Management*	3
MGT 201	Human Resource Management*	3
MGT 255	Organizational Behavior*	3
MKT 101	Marketing*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation:

- The student must complete a total of 15 semester credit hours of fire service electives as outlined under Unique Aspects.
- The student must also complete one general elective course which totals a minimum of 3.0 credit hours. The student may use 3.0 credit hours of additional fire service electives to meet the general elective requirement.

Minimum semester credit hours required for graduation: 69

Management with Information Technology Electives

Associate Degree in Applied Science

Program Start Date: Fall or spring terms
Minimum Program Length: 5 terms day or 6 terms evening
Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description:
Management (with Information Technology Electives) students develop management skills related to information technology. Students focus on database applications and supervision of information technology personnel and/or projects.

Practical Experience:
Students complete software applications and database projects. In addition, students complete accounting and finance simulations using microcomputer applications. Students develop problem-solving, interpersonal and communication skills.

Professional Opportunities:
Information technology supervisor/manager, data analyst

EEDA Career Cluster: Law, Public Safety, Corrections & Security; Business, Management & Demonstration; Information Technology

Course Requirements (followed by credit hours):

A. General Education Courses:

ECO 210	Macroeconomics	3
ENG 101	English Composition*	3
ENG 102	English Composition II	3
MAT 120	Probability and Statistics	3
SPC 205	Public Speaking	3

B. Major Courses:

ACC 101	Accounting Principles*	3
ACC 102	Accounting Principles II	3
BAF 101	Personal Finance*	3
BUS 121	Business Law I*	3
BUS 210	Introduction to E-Commerce in Business*	3
BUS 220	Business Ethics*	3
CPT 101	Introduction to Computers*	3
CPT 114	Computers and Programming*	3
CPT 178	Software Applications*	3
MGT 101	Principles of Management*	3
MGT 201	Human Resource Management*	3
MGT 255	Organizational Behavior*	3
MKT 101	Marketing*	3

Secondary Technical Speciality* (Choose 12 hours from the following):

CPT 202	SQL Programming I*	3
CPT 242	Database*	3

CPT 244	Data Structures*	3
CPT 264	Systems and Procedures*	3
CPT 290	Microcomputer Multimedia Concepts Applications*	3
IST 220	Data Communications*	3
IST 222	Introduction to Web Page Productions*	3
IST 238	Advanced Tools for Web Site Design*	3
IST 293	IT and Data Assurance I*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation:

- The student must complete one general elective course which totals 3.0 credit hours.

Minimum semester credit hours required for graduation: 69

Management with Marketing Electives

Associate Degree in Applied Science

Program Start Date: Fall or spri**ng terms**
Minimum Program Length: 5 terms day orInternet/online
Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description: Management (with Marketing Electives) students develop effective management skills related to marketing and sales. Students focus on developing sales strategies to maximize revenues through effective product development, pricing, promotion and placement in the market. Topics include retailing, advertising, consumer needs and customer service. This program is offered online as well as in traditional classes.

Practical Experience: Students develop advertising campaigns, make sales presentations, conduct market research surveys and complete accounting and finance simulations using microcomputer applications. They develop problem-solving, interpersonal and communication skills.

Professional Opportunities: Salesperson, sales manager trainee, retail manager, advertising supervisor, marketing information specialist and customer service manager

EEDA Career Cluster: Hospitality & Tourism; Business, Management & Administration; Finance

Course Requirements (followed by credit hours):

A. General Education Courses:

ECO 210	Macroeconomics	3
ENG 101	English Composition I*	3
ENG 102	English Composition II	3
MAT 120	Probability Statistics	3
SPC 205	Public Speaking	3

B. Major Courses:

ACC 101	Accounting Principles I*	3
ACC 102	Accounting Principles II	3

BAF 101	Personal Finance*	3
BUS 121	Business Law I*	3
BUS 210	Introduction to E-Commerce in Business*	3
BUS 220	Business Ethics*	3
BUS 268	Special Topics in Business*	3
CPT 101	Introduction to Computers*	3
CPT 178	Software Applications*	3
MGT 101	Principles of Management*	3
MGT 201	Human Resource Management*	3
MGT 255	Organizational Behavior*	3
MKT 101	Marketing*	3
MKT 110	Retailing*	3
MKT 120	Sales Principles*	3
MKT 135	Customer Service Techniques*	3
MKT 260	Marketing Management*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation:

- The student must complete one elective course which totals 3.0 credit hours.
- Minimum semester credit hours required for graduation: 69

Management with Medical Electives

Associate Degree in Applied Science

Program Start date: fall or spring terms
Program Length: 5 terms day
Note: Students who are required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description: Management with Medical Electives students develop skills to plan, organize, lead and control activities related to the medical field. Students focus on the applications and supervisory skills needed in physicians' offices and health facilities.

Practical Experience: In addition to health informatics, medical laws, and pharmacy management, students complete simulations and research projects in human resource management, accounting, finance, and computer software applications. Effective communication, team-building, and problem-solving skills will be stressed.

Professional Opportunities: Supervisor, office manager, project manager, account manager, department manager

EEDA Career Cluster: Business, Management, and Administration; Health Sciences

Course Requirements (followed by credit hours):

A. General Education Courses:

ECO 210	Macroeconomics*	3
ENG 101	English Composition I*	3
ENG 102	English Composition II*	3

MAT 120	Probability and Statistics	3
SPC 205	Public Speaking	3

B. Major Courses:

ACC 101	Accounting Principles I*	3
ACC 102	Accounting Principles II*	3
AHS 101	Introduction to Health Professions*	2
AHS 102	Medical Terminology*	3
BAF 101	Personal Finance*	3
BUS 121	Business Law I*	3
BUS 210	Introduction to E-Commerce in Business*	3
BUS 220	Business Ethics*	3
BUS 268	Special Topics in Business*	3
CPT 101	Introduction to Computers*	3
CPT 178	Software Applications*	3
HIM 110	Health Information Science I*	3
HIM 115	Medical Records and the Law*	2
PHM 201	Pharmacy Management*	2
HIM 216	Coding and Classification I*	3
MGT 101	Principles of Management*	3
MGT 201	Human Resource Management*	3
MGT 255	Organizational Behavior*	3
MKT 101	Marketing*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation: None

Minimum semester credit hours required for graduation: 69.0

CARDIOVASCULAR TECHNOLOGY

- Pre-Cardiovascular Technology - Certificate

Pre-Cardiovascular Technology (CVT) (Phase I)

Certificate

Program Start Date: Any term
Minimum Program Length: 2 terms day or evening

Program Description: The Cardiovascular Technologist is a health care professional who, at the direction of a licensed physician, performs diagnostic tests which are used in the diagnosis, treatment and serial follow-up of patients with cardiovascular disease. Cardiovascular Technology is a title used to describe two basic areas of expertise: Invasive Cardiology and Non-Invasive Cardiology.

Practical Experience: Students gain proficiency in interpersonal and technical skills through labs and specialized rotations in (Phase II) Cardiovascular Technology (CVT) courses at Piedmont Technical College.

Professional Opportunities: There are three main specialty fields within cardiovascular technology practice—vascular technology, echocardiography, and invasive cardiology. EKG technicians, sometimes known as cardiographic technicians, are cardiovascular technicians who are specialists in stress testing, Holter monitors, and EKGs, or electrocardiograms.

Unique Aspects: The Pre-Cardiovascular Technology Certificate (Phase I) is an articulated program with Piedmont Technical College (PTC). Students complete Phase I courses at SCC and apply to Phase II at PTC. Courses completed in Phase II of the program must be completed at PTC. Acceptance into Phase II is based on PTC's admission policies. SCC has five (5) reserved slots in the PTC Phase II portion of the program. Students will take courses in various formats such as online, hybrid and on-ground while in the program.

EEDA Career Cluster: Health Sciences

Course Requirements (followed by credit hours):

A. General Education Courses:

AHS 102	Medical Terminology	3
BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
Elective	Humanities-Fine Arts	3
ENG 101	English Composition I	3
MAT 102	Intermediate Algebra	3
PSY 201	General Psychology	3

B. Major Courses:

- All Cardiovascular Technology curriculum courses (Phase II) must be taken at Piedmont Technical College.

C. Electives and/or Additional Courses Required: None

Minimum semester credit hours required for graduation: 23

CHILD CARE

See: ***EARLY CHILDHOOD DEVELOPMENT***

CHIROPRACTIC

- Pre-Chiropractic Technology - Certificate
See also: ***ASSOCIATE DEGREES:*** *Associate in Science with Pre-Chiropractic Electives*

Pre-Chiropractic

Certificate

Program Start Date: Any term
Minimum Program Length: 2 terms day or evening

Program Description: The certificate in Pre-Chiropractic is designed for advising students whose goal is a doctor of chiropractic degree at Sherman College of Chiropractic.

Professional Opportunities: Upon completion of both the Associate in Science degree with Pre-Chiropractic electives and the Certificate in Pre-Chiropractic , with an acceptable GPA, students will be eligible to apply to Sherman College of Chiropractic.

Unique Aspects: This certificate contains courses for transfer to any college or university.

EEDA Career Cluster: Health Sciences

Course Requirements (followed by credit hours):

A. General Education Courses:

ACC 101	Accounting Principles I	3
ACC 102	Accounting Principles II	3
ECO 210	Macroeconomics	3
SPA 101	Elementary Spanish I	4
SPA 102	Elementary Spanish II	4

B. Major Courses: None

C. Electives and/or Other Additional Hours Required for Graduation

MKT 101	Marketing	3
BUS 110	Entrepreneurship	3
CPT 101	Introduction to Computers	3

- Total semester credit hours required for program completion: 26
- For more information please contact Dr. Gail Jones at (864) 592-4962 or via email (jonesg@sccsc.edu) or Dr. Berta Hopkins at (864) 592-4262 or via email (hopkinsb@sccsc.edu).

COMMUNICATION

- Communication - Certificate

Communication

Certificate

Program Start Date: Fall term
Minimum Program Length: 2 terms-day, evening, online

Program Description: This certificate combines theory and practical application in communication. Students will study a variety of communication dynamics critical to workplace management and the broader arena of productive citizenship. Students will also gain proficiency in oral communication, as well as communication methods for the media and group settings. Rhetoric and mass media study are introduced in relation to critically receiving communicated messages.

Practical Experience: Communication Certificate students should gain proficiency in communicating with individuals and in small and large groups. Students study interpersonal, intercultural, intergenerational, and gender communication, and gain an understanding of leadership, conflict resolution, and nonverbal communication. In addition, students are introduced to the studies of rhetoric and mass media, enabling them to become more critical receivers of communicated messages.

Professional Opportunities: Students in and graduates of terminal degree programs may opt to earn communication certification in order to more clearly express themselves and to better understand their co-workers, clients, patients, and the global community at large. All employees benefit from a study of communication, and students who complete this certificate should be particularly articulate, aware of cultural influences on communication, empathetic toward those with whom they communicate, and confident in their communicative abilities. Public school educators may opt to pursue the Communication Certificate in their recertification process.

Unique Aspects: Required coursework for the Communication Certificate offers students potential benefits in their personal relationships/interactions as well as increasing their professional communication skills.

EEDA Career Cluster: All 16 career clusters may apply.

Course Requirements (followed by credit hours):

A. General Education Courses:

ENG 101	English Composition I	3
SPC 205	Public Speaking	3
SPC 209	Interpersonal Communication	3

B. Major Courses:

SPC 208	Intercultural Communication	3
SPC 212	Survey of Mass Communication	3
SPC 225	Introduction to Communication Theory	3
SPC 280	Organizational Communication	3
SPC 285	Advanced Public Speaking	3
ENG 110	Rhetoric and Advanced Composition	3

ENG 260	Advanced Technical Communications	
	OR	
ENG 265	Advanced Professional Communications	
	OR	
SPC 299	Special Topics in Communication	3

C. Electives and/or Other Additional Courses Required for Graduation: None

Minimum semester credit hours required for graduation: 30

COMPUTER AIDED DRAFTING (CAD)

See: ***ELECTRONICS & ENGINEERING TECHNOLOGY:*** *Architectural Computer Aided Drafting*

COMPUTER TECHNOLOGY

- Computer Support Specialist - Certificate
- Computer Technology - Associate
- Computer Technology with Health Care Information Management and Systems Electives - Associate
- Computer Technology with Information Management and Systems Electives - Associate
- Computer Technology with Networking Electives - Associate
- Computer Technology with Web Page Development Electives - Associate
- Networking Operations - Certificate
- Software Development and Database Administration - Certificate

See also: - ***BUSINESS:*** *Management with Information Technology Electives - Associate*

DIGITAL DESIGN (Graphic & Web Design)
- Digital Design - Certificate
- Digital Design - General Technology - Associate

See also: ***ASSOCIATE DEGREES:*** *Associate in Arts with Digital Design Electives*

Computer Support Specialist

Certificate

Program Start Date: Fall **term**
Minimum Program Length: 3 terms day, 4 terms evening
Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description: Computer support specialist students learn to maintain personal computer systems, solve user problems, support user applications and provide user training. Students learn to diagnose and troubleshoot PC operating system problems, upgrade and maintain PC hardware and help desk concepts. In addition, students learn networking concepts, database concepts and programming logic.

Practical Experience: Students complete multiple projects using current personal computer hardware and software. They develop logical thinking, problem-solving, interpersonal and communication skills.

Professional Opportunities: Software support specialist, system support technician, hardware technician and user support technician.

Unique Aspects: Graduates of this program may transfer into the computer technology associate degree, web page development certificate or networking operations certificate program. Graduates are prepared to pass the COMPTIA A+ certification exam.

EEDA Career Cluster: Information Technology

Course Requirements (followed by credit hours):

A. General Education Courses:

ENG 101	English Composition I	3
MAT 101	Beginning Algebra**	3

B. Major Courses:

CPT 114	Computers and Programming*	3
CPT 118	Professional Practices in Information Technology*	3
CPT 168	Programming Logic and Design*	3
CPT 170	Microcomputer Applications*	3
CPT 176	Microcomputer Operating Systems*	3
CPT 244	Data Structures*	3
CPT 264	Systems and Procedures*	3
CPT 285	PC Hardware Concepts*	3
IST 220	Data Communications*	3
IST 222	Introduction to Web Page Production*	3
IST 293	IT and Data Assurance I*	3

**Students planning to continue in the associate program must earn a "C" or better in MAT 102.

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation:

- None

Minimum semester credit hours required for graduation: 39

Computer Technology

Associate Degree in Applied Science

(Emphasis on Software Development and Database Administration)

Program Start Date: Fall or spring terms
Minimum Program Length: 6 terms day or evening
Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description: Computer technology students develop skills in computer programming, PC operating systems, systems analysis and design, PC hardware concepts, computer software applications, database applications and networking.

Practical Experience: Students gain Practical Experiences: in procedural and event-driven programming languages. They work with different types of operating systems, programming languages, networking architectures, personal computers and database applications. Students develop logical thinking, problem-solving, interpersonal and communication skills.

Professional Opportunities: Entry-level software developer, web developer, PC application specialist, programmer analyst, entry level data base administrator

Unique Aspects: Graduates of this program will be able to continue working towards a bachelor of arts degree with a major in Computer Information Science at USC Upstate. At least 50 hours will be applied towards that degree upon acceptance at USC Upstate into the Computer Science

Department. Students who plan to continue their education at the univeristy level should consult their advisor for approved courses.

EEDA Career Cluster: Information Technology; Business, Management & Administration

Course Requirements (followed by credit hours):

A. General Education Courses:

Social/Behavioral Sciences (approved courses)		3
Humanities-Fine Arts (approved courses)		3
ENG 101	English Composition I*	3
MAT 102	Intermediate Algebra*	3
MAT 120	Probability and Statistics	3
SPC 205	Public Speaking	3
	OR	
SPC 209	Interpersonal Communication	

B. Major Courses:

CPT 114	Computers and Programming*	3
CPT 118	Professional Practices in Information Technology*	3
CPT 168	Programming Logic and Design*	3
CPT 170	Microcomputer Applications*	3
CPT 176	Microcomputer Operating System*	3
CPT 185	Event-Driven Programming*	3
CPT 202	SQL Programming*	3
CPT 206	Advanced Event-Driven Programming*	3
CPT 242	Data Base*	3
CPT 244	Data Structures*	3
CPT 264	Systems and Procedures*	3
CPT 285	PC Hardware Concepts*	3
IST 220	Data Communications*	3
IST 222	Intro to Web Page Production*	3
IST 238	Advanced Tools for Website Design	3
IST 261	Advanced Network Administration*	3
IST 293	IT and Data Assurance I*	3

*Grade of "C" or better is required

C. Electives and/or Other Additional Courses Required for Graduation:

- The student must complete one elective course which totals 3.0 credit hours.
- Recommended elective is: CPT 275, Computer Technology Senior Project

Minimum semester credit hours required for graduation: 72

Computer Technology with Health Care Information Management and Systems Electives

Associate Degree in Applied Science

Program Start Date: Fall or spring terms
Minimum Program Length: 6 terms day or evening
Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description: Computer technology students develop skills in computer programming, PC operating systems, systems analysis and design, PC hardware concepts, computer software applications, database applications and networking.

Practical Experience: Students gain Practical Experiences: in procedural and event-driven programming languages. They work with different types of operating systems, programming languages, networking architectures, personal computers and database applications. Students develop logical thinking, problem-solving, interpersonal and communication skills.

Professional Opportunities: Entry-level software developer, web developer, PC application specialist, programmer analyst, entry level data base administrator

Unique Aspects: Graduates of this program will be able to continue working towards a Bachelor of Arts Degree with a major in Information Management and Systems with Health Care Informatics concentration at USC-Upstate. At least 50 hours will be applied towards that degree upon acceptance at USC-Upstate into the Informatics department.

Students who plan to continue their education at the university level, should consult their advisor for approved courses.

EEDA Career Cluster: Information Technology; Business, Management & Administration; Health Sciences

Course Requirements (followed by credit hours):

A. General Education Courses:

Social/Behavioral Sciences (approved courses)	3
Humanities-Fine Arts (approved courses)	6
Other General Education Classes (approved courses)	12

B. Major Courses:

HIM 110	Health Information Science I*	3
CPT 114	Computers and Programming*	3
CPT 168	Programming Logic and Design*	3
CPT 170	Microcomputer Applications*	3
CPT 176	Microcomputer Operating System*	3
CPT 185	Event-Driven Programming*	3
CPT 206	Advanced Event-Driven Programming*	3
CPT 242	Data Base*	3
CPT 244	Data Structures*	3
CPT 264	Systems and Procedures*	3
CPT 202	SQL Programming*	3
CPT 285	PC Hardware Concepts*	3
IST 220	Data Communications*	3

IST 222	Introduction to Web Page Production*	3

* Minimum grade of C is required

C. Electives and/or Other Additional Courses Required for Graduation:

- The students must complete one elective course which totals 3.0 credit hours.
- Other courses approved by academic advisor 9

Minimum semester credit hours required for graduation: 72

Computer Technology with Information Management and Systems Electives

Associate Degree in Applied Science

Program Start Date: Fall or spring terms

Minimum Program Length: 6 terms day or evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description:

Computer technology students develop skills in computer programming, PC operating systems, systems analysis and design, PC hardware concepts, computer software applications, database applications and networking.

Practical Experience:

Students gain Practical Experiences: in procedural and event-driven programming languages. They work with different types of operating systems, programming languages, networking architectures, personal computers and database applications. Students develop logical thinking, problem-solving, interpersonal and communication skills.

Professional Opportunities:

Entry-level software developer, web developer, PC application specialist, programmer analyst, entry level data base administrator

Unique Aspects:

Graduates of this program will be able to continue working towards a Bachelor of Arts Degree with a major in Information Management and Systems with Business Informatics concentration at USC Upstate. At least 50 hours will be applied towards that degree upon acceptance at USC Upstate into the Informatics department.

Students who plan to continue their education at the university level, should consult their advisor for approved courses.

EEDA Career Cluster:

Information Technology; Business, Management & Administration

Course Requirements (followed by credit hours):

A. General Education Courses:

Social/Behavioral Sciences (approved courses)	3
Humanities-Fine Arts (approved courses)	3
Other General Education Classes (approved courses)	12

B. Major Courses:

ACC 101	Principles of Accounting I*	3
ACC 102	Principles of Accounting II	3
CPT 114	Computers and Programming*	3
CPT 168	Programming Logic and Design*	3
CPT 170	Microcomputer Applications*	3
CPT 176	Microcomputer Operating System*	3
CPT 185	Event-Driven Programming*	3
CPT 206	Advanced Event-Driven Programming*	3
CPT 242	Data Base*	3
CPT 244	Data Structures*	3
CPT 264	Systems and Procedures*	3
CPT 202	SQL Programming*	3
CPT 285	PC Hardware Concepts*	3
IST 220	Data Communications*	3
IST 222	Introduction to Web Page Production*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation:

- The students must complete one elective course which totals 3.0 credit hours.
- Other approved courses: 9 credit hours (see academic advisor)

Minimum semester credit hours required for graduation: 72

Computer Technology with Networking Electives

Associate Degree in Applied Science

Program Start Date: Fall or spring terms

Minimum Program Length: 6 terms day or evening

Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description: Computer technology with networking electives students develop skills in PC operating systems, PC hardware concepts, computer software applications and designing, building and maintaining small to medium size computer networks.

Practical Experience: Students work with different types of operating systems, networking architectures and personal computer applications. Lab projects are completed using Cisco internetworking devices such as switches and routers. Students develop logical thinking, problem solving, interpersonal and communication skills.

Professional Opportunities: Network technician, IT support technician, cable technician and Cisco certified network associate

Unique Aspects: Graduates of this program will be able to continue working towards a Bachelor of Arts Degree with a major in Computer Information Science with a concentration in Networking and Information Security at USC Upstate. At least 50 hours will be applied towards that degree upon acceptance at USC Upstate into the Computer Science department.

Students who plan to continue their education at the university level, should consult their advisor for approved courses.

This program utilizes course materials from the Cisco Systems Networking Academy Program, a cooperative venture between colleges, high schools, career centers and Cisco Systems (the world leader in networking for the Internet). Graduates of this program are prepared to complete the certification exam offered by Cisco Systems to become a Cisco Certified Network Associate (CCNA).

EEDA Career Cluster: Information Technology; Arts, A/V Technology & Communications; Business, management & Administration; Science, Technology, Engineering & Mathematics

Course Requirements (followed by credit hours):

A. General Education Courses:

Social/Behavioral Sciences (approved courses)	3
Humanities-Fine Arts (approved courses)	3
Mathematics/Natural Science (approved courses)	3
Other Approved General Education Courses (approved courses)	9

B. Major Courses:

CPT 114	Computers and Programming*	3
CPT 168	Programming Logic and Design*	3
CPT 170	Microcomputer Applications*	3
CPT 176	Microcomputer Operating System*	3
CPT 244	Data Structures*	3
CPT 264	Systems and Procedures*	3
CPT 285	PC Hardware Concepts*	3
IST 201	Cisco Internetworking Concepts*	3
IST 202	Cisco Router Configuration*	3
IST 203	Advanced Cisco Router Configuration*	3
IST 204	Cisco Troubleshooting*	3
IST 220	Data Communications*	3
IST 261	Advanced Network Administration*	3
IST 293	IT and Data Assurance I*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation:

- The student must complete an elective course which totals 3.0 credit hours.
- Other approved courses : 12 credit hours (see academic advisor)

Minimum semester credit hours required for graduation: 72

Networking Operations

Certificate

Program Start Date: Fall term
Minimum Program Length: 3 terms day or 3 terms evening

Program Description: Networking operations students develop skills to design, build and maintain small to medium-sized computer networks.

Practical Experience: Students complete lab projects using Cisco devices such as switches and routers. They develop communication, interpersonal and problem solving skills.

Professional Opportunities: Network technician, IT support technician and Cisco Certified Network Associate

Unique Aspects: This program utilizes course materials from the Cisco Networking Academy Program, a cooperative venture between colleges, high schools, vocational centers and Cisco (the world leader in networking for the Internet.) Graduates of this program are prepared to complete the certification exam offered by Cisco systems to become a Cisco Certified Network Associate (CCNA). Acceptance into this certificate program requires the permission of the department chair.

EEDA Career Cluster: Arts, A/V Technology & Communications; Business, Management & Administration; Information Technology; Science, Technology, Engineering & Mathematics

Course Requirements (followed by credit hours):

A. General Education Courses: None

B. Major Courses:

IST 201	Cisco Internetworking Concepts*	3
IST 202	Cisco Router Configuration*	3
IST 203	Advanced Cisco Router Configuration*	3
IST 204	Cisco Troubleshooting*	3
IST 261	Advanced Network Administration*	3
IST 290	Special Topics in Information Sciences*	3

*Minimum grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required: None

Minimum semester hours required for graduation: 18

Software Development and Database Administration

Certificate

Program Start Date: Fall term
Minimum Program Length: 3 terms day or 3 terms evening

Program Description:
Software development and database administration students develop skills in procedural and event-driven programming. Students design, create and maintain desktop and server databases.

Practical Experience:
Students gain Practical Experiences: in procedural and event-driven programming languages. They become proficient in software development and data base administration. Students will utilize logical thinking, problem solving, interpersonal and communications skills in a team-oriented environment. A final comprehensive project involving students from other disciplines is included in the program.

Professional Opportunities: Software developer, PC application specialist, programmer analyst, entry level data base administrator

EEDA Career Cluster: Information Technology, Business, Management & Administration

Unique Aspects: Students entering this certificate program should possess a working knowledge of computer skills, a foundation in program logic and basic database concepts. Prerequisites to this certificate are CPT 114 and CPT 168 with a minimum grade of C or permission from the department chair. Courses in this program are included in the Computer Technology associate degree program.

Course Requirements (followed by credit hours):

A. General Education: None

B. Major Courses:

CPT 185	Event-Driven Programming *	3
CPT 202	SQL Programming I*	3
CPT 206	Advanced Event-Driven Programming*	3
CPT 242	Database *	3
IST 238	Advanced Tools for Website Design	3
IST 261	Advanced Network Administration *	3

C. Electives and/or Other Additional Courses Required for Graduation:

- None

Minimum semester credit hours required for graduation: 18

* Minimum grade of C is required

DIGITAL DESIGN (Graphic & Web Design)

- Digital Design - Certificate
- Digital Design - General Technology - Associate

See also: ***ASSOCIATE DEGREES:*** *Associate in Arts with Digital Design Electives*

Digital Design

Certificate

Program Start Date: Fall term
Minimum Program Length: 3 terms day
Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description: Digital design students acquire skills to become a graphic or web designer. Emphasis is placed on design, digital imagery and typography.

Practical Experience:
Students use computers and software applications to create graphics and page layouts for traditional printing or in cyberspace. Students have access to a modern, state of the art, Macintosh computer lab where they learn the professional applications of Photoshop, Illustrator, In Design, Flash and Dreamweaver.

Professional Opportunities:
Graphic or web designer for advertising agencies, the printing industry, newspapers, magazines, corporations and educational institutions

EEDA Cluster Arts, A/V Technology and Communications

Course Requirements (followed by credit hours):
A. General Education Courses None

B. Major Courses:

ARV 110	Computer Graphics I *	3
ARV 162	Graphic Reproduction I *	3
ARV 163	Graphic Reproduction*	3
ARV 217	Computer Imagery *	3
ARV 227	Web Site Design I *	3
CGC 122	Basic Offset Press Operations*	3
CGC 135	Commercial Graphics Operations*	3
CPT 101	Introduction to Computers *	3
CPT 252	Digital Animation *	3
CPT 290	Microcomputer Multimedia Concepts and Applications *	3
CGC 101	Introduction to Graphic Techniques*	3
CGC 110	Electronic Publishing*	3
CGC 115	Digital Photography*	3

* Minimum grade of C is required

C. Electives and/or Other Additional Courses Required for Graduation: None
Minimum semester credit hours required for graduation: 39

Digital Design - General Technology

Associate Degree in Applied Science

Program Start Date: Any term
Minimum Program Length: Varies according to program choice
Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program

Program Description: Digital design students acquire skills to become a graphic or web designer. Emphasis is placed on design, digital imagery and typography.

Practical Experience: Students use computers and software applications to create graphics and page layouts for traditional printing or in cyberspace. Students have access to a modern, state of the art, Macintosh computer lab where they learn the professional applications of Photoshop, Illustrator, In Design, Flash and Dreamweaver.

Professional Opportunities: Graphic or web designer for advertising agencies, the printing industry, newspapers, magazines, corporations and educational institutions.

Unique Aspects: This program is designed for graduates of the Digital Design certificate program. Students enrolling in this program complete the associate degree by adding business and computer technology classes.

Course Requirements (followed by credit hours):

A. General Education:

ENG 101	English Composition I	3
SPC 205	Public Speaking	3
	OR	
SPC 209	Interpersonal Communications	
MAT 101	Beginning Algebra	3
CPT 101	Introduction to Computers*	3
Social/Behavioral Science (from approved list)		3
Humanities-Fine Arts (from approved list)		3

B. Major Courses:

ARV 110	Computer Graphics I*	3
ARV 162	Graphic Reproduction I*	3
ARV 163	Graphic Reproduction II*	3
ARV 217	Computer Imagery*	3
ARV 227	Web Site Design I*	3
ARV 261	Advertising Design I*	3
BUS 110	Entrepreneurship*	3
BUS 210	Introduction to E-Commerce Business*	3
CGC 101	Introduction to Graphics Techniques*	3
CGC 110	Electronic Publishing*	3
CGC 122	Basic Offset Press Operations*	3
CGC 135	Commercial Graphics Operations*	3
CGC 115	Digital Photography*	3
CPT 114	Computers & Programming I*	3

CPT 172	Microcomputer Database*	3
CPT 252	Digital Animation*	3
CPT 290	Microcomputer Multimedia Concepts*	3
MKT 101	Marketing*	3

C. Electives and/or Other Additional Courses Required for Graduation:

- Elective – ARV 264 recommended 3

Minimum semester credit hours required for graduation: 75

*Grade of "C" or better is required.

CULINARY

- Culinary Fundamentals- Certificate
- Culinary Arts - Certificate

See also: ***BUSINESS & MANAGEMENT:*** *Management with Culinary Arts Electives - Associate*

Culinary Fundamentals

Certificate

Program Start Date: Fall term (day) or spring term (evening)
Minimum Program Length: 1 term day or evening curriculum
Note: The first semester of this certificate must be completed prior to enrolling in the Culinary Arts Certificate courses.

Program Description: Culinary Fundamentals students learn basic principles and applications of the food service industry. Competencies include safe food handling practices, sanitation, knife skills, equipment operation and safety, and basic food preparation.

Practical Experience: Students gain experience and skills in a modern kitchen facility under the direction of the Program Director and local chefs. Students observe community hospitality operations through scheduled college and community events.

Professional Opportunities: Banquet and catering prep, pantry prep, line prep, dining room host or server

Unique Aspects: This certificate must be completed prior to enrolling in the Culinary Arts Certificate. ServeSafe, the industry's leading food safety training and certification program, is included in this certificate.

EEDA Career Cluster: Hospitality and Tourism

Course Requirements (followed by credit hours):

A. General Education Courses: none

B. Major Courses:

CPT 101	Introduction to Computers*	3
HOS 101	Principles of Food Production I*	3
HOS 102	Principles of Food Production II*	3
HOS 103	Nutrition*	3
HOS 104	Introduction to Culinary Arts*	3
HOS 112	Introduction to Baking Science*	1
HOS 155	Hospitality Sanitation*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation:

- None

Minimum semester credit hours required for graduation: 19

Culinary Arts

Certificate

Program Start Date: Spring term (day) or summer term (evening)
Minimum Program Length: 3 terms day, 4 terms evening

SCC's Culinary Fundamentals certificate must be completed prior to enrolling in the Culinary Arts certificate program. ***Note: This information is subject to change effective Fall 2011. Visit SCC website (www.sccsc.edu) for current information.***

Program Description: Culinary arts students learn the basic principles and applications of the food service industry. Competencies include safe food handling practices, sanitation, knife skills, equipment operation and safety, dining room operations and service, nutrition applications, and food preparation; garde manger, entrees, baked goods and pastries, and buffet planning and organization. Students learn skills to manage production, inventory, purchasing and receiving and personnel.

Practical Experience: Students gain Practical Experience: in a modern kitchen facility under the direction of the program director and local chefs. Students obtain practical experience in community hospitality events and scheduled college events.

Professional Opportunities: Baker, banquet chef, pantry cook, assistant production manager, garde manger, sauté cook, dining room host or server, food purveyor representative and catering chef.

Unique Aspects: This program is accredited by the American Culinary Federation Foundation Accrediting Commission (ACF). Students will benefit from expanded career opportunities by participating in this program and may obtain their Certified Culinarian designation through the American Culinary Federation. ***Students may also transfer to Greenville Technical College to complete the A.A.S. degree in Culinary Arts at the Culinary Institute of the Carolinas. Please see your advisor to discuss this transfer opportunity.***

EEDA Career Cluster: Hospitality & Tourism

Course Requirements (followed by credit hours):
A. General Education Courses: None
B. Major Courses:

HOS 115	Quantity Food Production*	3
HOS 119	Introduction to Baking and Pastry*	3
HOS 129	Storeroom and Purchasing*	3
HOS 135	Introduction to Dining Room*	3
HOS 150	Alcohoic Beverage Service and the Law*	3
MGT 150	Supervision*	3

*Grade of "C" or better is required.

C. Electives and/or Other Additional Courses Required for Graduation: None
Minimum semester hours required for graduation: 18

DENTAL

- Expanded Duty Dental Assisting - Diploma

Expanded Duty Dental Assisting

Diploma

Program Start Date: Fall term or spring terms
Minimum Program Length: 3 consecutive terms, day

Program Description: Expanded duty dental assisting students develop skills to receive and to prepare the patient for treatment, to prepare dental instrument setups, and to assist a licensed dentist in the treatment of patients. As an office manager, the dental assistant is a liaison between the dentist and patients.

Practical Experiences: Students work in a simulated dental office in the first and second semesters on campus to gain clinical skills. Clinical experience is gained during second and third terms by rotations in local dental offices.

Professional Opportunities: Chairside dental assistant, receptionist, oral surgery assistant, orthodontic assistant, pediatric dental assistant, endodontist assistant, periodontist assistant and office manager

Unique Issues: Students are required to take the Dental Assisting National Board Examination (DANB), a national certification exam to become certified dental assistants. The Expanded Duty Dental Assisting Program is accredited without reporting by: American Dental Association, Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, Illinois 60611, (312) 440-4653, www.ada.org

EEDA Career Cluster: Health Sciences

Course Requirements (followed by credit hours):

Prerequisites:

DAT 110	Dental Terminology	3

A. General Education Courses:

CPT 101	Introduction to Computers	3
ENG 165	Professional Communication	3
MAT 160	Math for Business and Finance	3
PSY 201	General Psychology	3

B. Major Courses:

AHS 113	Head and Neck Anatomy	1
DAT 113	Dental Materials	4
DAT 115	Ethics and Professionalism	1
DAT 118	Dental Morphology	2
DAT 121	Dental Health Education	2
DAT 122	Dental Office Management	2
DAT 123	Oral Medicine/Oral Biology	3
DAT 124	Expanded Functions/Specialties	1
DAT 127	Dental Radiography	4
DAT 154	Clinical Procedures I	4

DAT 164	Clinical Procedures II	4
DAT 177	Dental Office Experience	7

C. Electives and/or Other Additional Courses Required for Graduation: None

Minimum semester credit hours required for graduation: 50

EARLY CHILDHOOD DEVELOPMENT

- *Early Childhood Development - Certificate*
- *Early Childhood Development-Advanced Child Care Management-General Technology - Associate*
- *Early Childhood Development-Director - Certificate*
- *Early Childhood Development-Special Education-General Technology - Associate*
- *Exceptional Child - Certificate*
- *Infant/Toddler - Certificate*

Early Childhood Development

Certificate

Program Start Date: Fall or spring terms
Minimum Program Length: 3-4 terms day or evening

Program Description: Early childhood development students acquire specific skills to create activities for the social, emotional, physical and mental development of children, both in and out of the classroom.

Practical Experience: Students gain early childhood development skills through studies of best practices in child development centers, private and public kindergartens and special facilities.

Professional Opportunities: Teacher's aide in special education facilities or child development centers, a teacher in a child development facility

Unique Aspects: Students entering the program must have a criminal background check and health form completed during ECD 102. Any positive criminal background check within the last seven (7) years will result in the student being dismissed from the Early Childhood Development Program.

EEDA Career Cluster: Human Services; Education & Training

Course Requirements (followed by credit hours):

A. General Education Courses: None

B. Major Courses:

ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development I	3
ECD 105	Guidance-Classroom Management	3
ECD 131	Language Arts	3
ECD 132	Creative Experiences	3
ECD 133	Science and Math Concepts	3
ECD 135	Health, Safety and Nutrition	3
ECD 203	Growth and Development II	3
PSY 214	Psychology of the Exceptional Child	3

C. Electives and/or Other Additional Courses Required for Graduation:

- No electives required for this program.

Minimum semester credit hours required for graduation: 27

Note: The Early Childhood Development Certificate has been approved as an alternative to the Child Development Associate (CDA) credential required as certification for Head Start teachers.

Early Childhood Development-Advanced Child Care Management-General Technology

Associate Degree in Applied Science

Program Start Date: Fall or spring terms
Minimum Program Length: Varies according to program choice

Program Description: Students will major in Early Childhood Development in Advanced Child Care Management

Practical Experience: Students gain early childhood development skills through rotations in child development centers, Headstart, private and public kindergartens and special education facilities.

Professional Opportunities: Students with the associate degree can work as teacher aides in the school system or special education facilities; as teachers in child development centers and Headstart programs.

Unique Aspects: Student entering the program must have a criminal background check and health form completed during ECD 102. Any positive criminal background check within the last seven (7) years will result in the student being dismissed from the Early Childhood Development Program.

A student who wishes to further his/her education, such as teacher certification at a four year institution, should take the Praxis I exam.

EEDA Career Cluster: Human Services; Education and Training

Course Requirements (followed by credit hours):

A. General Education Courses:

ENG 165	Professional Communications*	3
	OR	
ENG 101	English Composition I (transfer)*	
MAT 155	Contemporary Mathematics*	3
	OR	
MAT	Transfer Level Math	
PSY 201	General Psychology	3
PSY 214	Psychology of the Exceptional Child	3
CPT 101	Introduction to Computers	3
Humanities-Fine Arts (from approved list)		3

*After acceptance in the ECD curriculum, ENG and MAT courses should be taken in first semester.

B. Major Courses:

Primary Technical Specialty (34 Credits)

*ECD 101	Introduction to Early Childhood	3
*ECD 102	Growth and Development I	3
ECD 105	Guidance-Classroom Management	3
ECD 131	Language Arts	3
ECD 132	Creative Experiences	3
ECD 133	Science and Math Concepts	3
ECD 135	Health, Safety, and Nutrition	3
ECD 201	Principles of Ethics and Leadership in Early Care And Education	3

*ECD 203	Growth and Development II	3
ECD 237	Methods and Materials	3
ECD 243	Supervised Field Experience I	3
IDS 104	Career Exploration	1

Secondary Technical Specialty: (12 Credits)

ACC 111	Accounting Concepts	3
MGT 101	Principles of Management	3
ECD 108	Family and Community Relations	3
ECD109	Administration and Supervision	3

C. Electives and/or Other Additional Courses Required for Graduation:

- Students may choose any approved 3.0 credit course from the catalog. Transfer credit from another institution may be used.
- Minimum semester credit hours required for graduation: 67

Early Childhood Development-Director

Certificate

Program Start Date: Fall, spring, or summer terms
Minimum Program Length: 1 term

Program Description: This certificate will provide a basic knowledge of supervisory skills for an early childhood administrator. Topics include information on family/partner relationships, leadership issues and challenges, and community resources. Coursework will also include ethical principles and current trends and issues. After completing this certificate the graduate can submit documentation to the Center for Child Care Career Development (CCCD) and be awarded the SC Director credential.

Practical Experience: None

Professional Opportunities: Enhancement opportunity for administrators and/or directors of child care centers.

EEDA Career Cluster: Human Services; Education & Training

Course Requirements (followed by credit hours):

A. General Education Courses: None

B. Major Courses:

Primary Technical Specialty: (12 Credits)

*ECD 101	Introduction to Early Childhood	3
ECD 108	Family and Community Relations	3
ECD109	Administration and Supervision	3
ECD 201	Principles of Ethics and Leadership in Early Care And Education	3

C. Electives and/or Other Additional Courses Required for Graduation: None
Minimum semester credit hours required for graduation: 12

Early Childhood Development-Infant Toddler- General Technology

Associate Degree in Applied Science

Program Start Date: Fall, spring and summer terms
Minimum Program Length: Varies according to program choice

Program Description: Students will major in Early Childhood Development in Infant Toddler

Practical Experience: Students gain early childhood development skills through rotations in child development centers, Headstart, private and public kindergartens and/or special education facilities.

Professional Opportunities: Teacher aides in the school system or special education facilities; teachers in child development centers and Headstart programs.

Unique Aspects: Student entering the program must have a criminal background check and health form completed during ECD 102. Any positive criminal background check within the last seven (7) years will result in the student being dismissed from the Early Childhood Development Program.

A student who wishes to further his/her education, such as teacher certification at a senior institution, should take the Praxis I test.

EEDA Career Cluster: Human Services; Education & Training

Course Requirements (followed by credit hours):

A. General Education Courses:

ENG 165	Professional Communications*	3
	OR	
ENG 101	English Composition I (transfer)*	
MAT 155	Contemporary Mathematics*	3
	OR	
MAT Transfer Level Math		
PSY 201	General Psychology	3
PSY 214	Psychology of the Exceptional Child	3
CPT 101	Introduction to Computers	3
Humanities-Fine Arts (from approved list)		3

*After acceptance in the ECD curriculum, ENG and MAT courses should be taken in the first semester.

B. Major Courses:

Primary Technical Specialty: (34 Credits)

*ECD 101	Introduction to Early Childhood	3
*ECD 102	Growth and Development I	3
ECD 105	Guidance-Classroom Management	3
ECD 131	Language Arts	3
ECD 132	Creative Experiences	3
ECD 133	Science and Math Concepts	3
ECD 135	Health, Safety, and Nutrition	3
ECD 201	Principles of Ethics and Leadership in Early Care And Education	3
*ECD 203	Growth and Development II	3

ECD 237	Methods and Materials	3
ECD 243	Supervised Field Experience I	3
IDS 104	Career Exploration	1

Secondary Technical Specialty: (12 Credits)

ECD 200	Curriculum Issues in Infant & Toddler Development	3
ECD 205	Socialization and Group Care of Infant and Toddlers	3
ECD 207	Infants and Toddlers with Special Needs	3
ECD 251	Supervised Field Experiences in Infant/Toddler Environment	3

C. Electives and/or Other Additional Courses Required for Graduation:

- Students may choose any 3.0 credit course from the catalog. Transfer credit from another institution may be used.

Minimum semester credit hours required for graduation: 67

Early Childhood Development-Special Education - General Technology

Associate Degree in Applied Science

Program Start Date: Fall term/Varies

Program Description: Students will major in Special Education Early Childhood

Program Experience: Students gain special education knowledge and skills through observations and projects in educational settings.

Professional Opportunities: Students with the associate degree can work as highly qualified teacher aides in the school system or special education facilities, including schools that specialize in deaf education.

Unique Aspects: Student entering the program must have a criminal background check and health form completed during ECD 102. Any positive criminal background check within the last seven (7) years will result in the student being dismissed from the Early Childhood Development Special Education Program.

A student who wishes to further his/her education, such as teacher certification at a four year institution, should take the Praxis I exam.

EEDA Career Cluster: Human Services; Education and Training

Course Requirements (followed by credit hours):

Development-Special Education

A. General Education Courses:

BIO 101	Biological Science I	4
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
MAT 109	College Algebra with Modeling	3
PSY 201	General Psychology	3

Primary Technical Specialty (28 Credits)

ECD 102	Growth and Development I	3
ECD 203	Growth and Development II	3
ECD 207	Infants and Toddlers with Special Needs	3
ECD 251	Supervised Field Experiences in Early Childhood Special Education	3
PSY 214	Psychology of the Exceptional Child	3
IDS 104	Career Exploration	1
SOC 101	Introduction to Sociology	3
SPC 208	Intercultural Communication	3
HUS 212	Survey of Disabilities and Disorders	3
HUS 213	Developmental Disabilities Program Planning	3

Secondary Technical Specialty: (17 Credits)

ASL 101	American Sign Language I	4
ASL 102	American Sign Language II	4
ASL 201	American Sign Language III	3
ASL 202	American Sign Language IV	3
ITP 201	Deaf History and Culture	3

Electives:

Students may choose one of the three 2-3.0 credit courses:

ASL 110	Careers in American Sign Language	2
PSY 212	Abnormal Psychology	3
SPA 101	Elementary Spanish	3

Minimum semester credit hours required for graduation: 66-67

Exceptional Child

Certificate

Program Start Date: Fall or spring terms
Minimum Program Length: 2 semesters

Program Description: This certificate will provide a basic knowledge of growth and development processes in children ages birth to three. Coursework will include introductory American Sign Language skills, as well as the major categories of childhood disabilities and disorders.

Practical Experience: None

Professional Opportunities: Special education facilities.

Unique Aspects: Student entering the program must have a criminal background check and health form completed during ECD 102. Any positive criminal background check within the last seven (7) years will result in the student being dismissed from the Early Childhood Development Program.

EEDA Career Cluster: Human Services; Education & Training

Course Requirements (followed by credit hours):

A. General Education Courses: None

B. Major Courses:

ASL 101	American Sign Language I	4
ASL 102	American Sign Language II	4
ECD 102	Growth and Development I	3
HUS 212	Survey of Disabilities and Disorders	3

C. Electives and/or Other Additional Courses Required for Graduation:

COL 103	College Skills	3
Minimum semester credit hours required for graduation:		17

Infant Toddler

Certificate

Program Start Date: Fall, spring and summer terms
Minimum Program Length: Varies according to program choice

Program Description: The Infant Toddler Certificate Program is designed to help upgrade and enhance the skills of infant and toddler child care professionals and also is open to those with no experience. Professionals working with children birth through age three years old are provided with training, related to experiences in growth and development, curriculum issues, and practical classroom experience. This certificate and the individual courses will lead to the Infant Toddler credential administered by the Center for Child Care Career Development if the student wishes to pursue that avenue.

Practical Experience: Students gain infant toddler skills through rotations in child development centers, Early Headstart, and/or special education facilities.

Professional Opportunities: Teacher's aide in special education facilities or child development centers, a teacher in a child development facility

Unique Aspects: Student entering the program must have a criminal background check and health form completed during ECD 102. Any positive criminal background check within the last seven (7) years will result in the student being dismissed from the Early Childhood Development Program.

EEDA Career Cluster:
Human Services; Education & Training

Course Requirements (followed by credit hours):
A. General Education Courses: None
B. Major Courses:

ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development I	3
ECD 200	Curriculum Issues in Infant and Toddler Development	3
ECD 205	Socialization and Group Care of Infants and Toddlers	3
ECD 207	Infants and Toddlers with Special Needs	3
ECD 251	Supervised Field Experience in Infant and Toddler Environment	3

C. Electives and/or Other Additional Courses Required for Graduation:

- No Electives required for this program.

Minimum semester credit hours required for graduation: 18

EDUCATION/TEACHING

See: ***ASSOCIATE DEGREES & UNIVERSITY TRANSFER:***

- *Associate in Arts with Business Electives (University Transfer Program)*
- *Associate in Arts with Digital Design Electives (University Transfer Program)*
- *Associate in Arts with Early Childhood Education Electives*
- *Associate in Arts with Elementary Education Electives*
- *Associate in Arts with Middle Grades Education Electives*
- *Associate in Arts with Secondary Education Electives*
- *Associate in Arts with Special Needs Education Electives*

- *Associate in Science with Middle Grades Education Electives*
- *Associate in Science with Secondary Education Electives*
- *Associate in Science with Pre-Chiropractic Electives (University Transfer Program)*
- *Associate in Science with Pre-Engineering Electives (University Transfer Program)*
- *Associate in Science with Secondary Education Electives*

ELECTRONICS & ENGINEERING TECHNOLOGY

- *Electronics Engineering Technology - Associate*
- *Engineering Technology - General Technology - Associate*
- *Architectural Computer Aided Drafting (CAD) - Certificate*

Architectural Computer Aided Drafting

Certificate

Program Start Date: Fall term
Minimum Program Length: 2 terms day

Program Description: Architectural computer aided drafting students learn the basic skills in architectural drafting using computer driven drafting and design systems.

Practical Experience: Students gain practical experience in architectural drawing and computer aided drafting (CAD).

Professional Opportunities: Drafter, CAD operator, architectural drafter, print reader, checker.

Unique Aspects: Courses from this certificate will apply toward an Associate in Applied Science Degree with a major in General Technology - Engineering Technology.

EEDA Career Cluster:
Arts, A/V Technology & Communications; Science, Technology, Engineering & Mathematics

Course Requirements (followed by credit hours):
A. General Education Courses:

MAT 101	Beginning Algebra	3
MAT 102	Intermediate Algebra	3
ENG 101	English Composition I	3
Social/Behavioral Science		
	OR	
Fine Arts/	Humanities	3

B. Major Courses:

AET 111	Architectural Computer Graphics I	3
AET 221	Architectural Computer Graphics II	4
EGT 151	Introduction to CAD	3
EGT 155	Intermediate CAD	2

C. Electives and/or Other Additional Courses Required for Graduation:

Minimum semester credit hours required for graduation: 24

Electronics Engineering Technology

Associate Degree in Applied Science

Program Start Date: Any term
Minimum Program Length: 6 terms day

Program Description: Electronics Engineering Technology students gain skills necessary to assist engineers in designing, building, installing and testing electronic, computer, power and telecommunication equipment. They also develop skills in computer architecture, software development, programming applications and computer networking.

Practical Experience: Students gain experience in electronic circuits, electronic devices, electrical machinery, computers, programming, data communications and microprocessors.

Professional Opportunities: Computer technician, electronics repair technician, communications technician, computer programmer technician, computer network technician, sales representative, technical writer, field engineering technician, power technician

Unique Aspects: Through a partnership with the University of South Carolina Upstate, graduates of the EET program may transfer into the Bachelor of Science in Engineering Technology Management Program. Some additional coursework may be required. Students should consult their advisor for courses which are considered university transfer.

This program is accredited by the Technology Accreditation Committee of the Accreditation Board for Engineering Technology (TAC of ABET), 111 Market Place, Suite 1050, Baltimore, MD 21202, telephone: (410) 347-7700.

EEDA Career Cluster: Transportation, Distribution & Logistics; Manufacturing; Science, Technology, Engineering & Mathematics

Course Requirements (followed by credit hours):

A. General Education Courses:

ENG 101	English Composition I	3
PHY 201	Physics I	4
Communications		3
Fine Arts or Humanities		3
Social/Behavioral Science		3
Transfer math to include Algebra, Trigonometry and Introduction to Calculus		9

B. Major Courses:

EET 111	DC Circuits	4
EET 112	AC Circuits	4
EET 131	Active Devices	4
EET 141	Electronics Circuits	4
EET 145	Digital Circuits	4
EET 231	Industrial Electronics	4
EET 235	Programmable Controllers	3
EET 236	PLC Systems Programming	3
EET 273	Electronics Senior Project	1
EGR 104	Engineering Technology Foundations	3
EGR 112	Engineering Programming	3
EGT 151	Introduction to CAD	3

C. Other Additional Courses Required for Graduation

Technical Specialties: Choose 6 credits (minimum) from any of the following courses-
Computers and Telecommunications:
CPT 285 (3.0), CPT 176 (3.0), EET 241(4.0), TEL 202 (3.0), TEL 240 (2.0)

Networking:
IST 201(3.0), IST 202 (3.0), IST 203 (3.0), IST 204 (3.0)

Industrial and Automated Manufacturing:
EEM 211(3.0), EEM 221(3.0), AMT 105(3.0), AMT 205 (3.0), AMT 206 (2.0)

Computer Aided Drafting:
EGT 155(2.0), EGT 252(3.0)

D. Electives

- Students must complete one elective course with a minimum of 2.0

Minimum semester credit hours required for graduation: 73

Engineering Technology-General Technology

Associate Degree in Applied Science

Program Start Date: Any term
Minimum Program Length: Varies according to choice of secondary specialty

Program Description:
Students will major in Engineering Technology and minor in a secondary specialty specific to their educational and career goals.

Practical Experience: Students gain experience in manufacturing processes, electronic circuits, computer aided drafting, and other industrial areas based on their choice of secondary specialty.

Professional Opportunities: Engineering technician, installing and repair of operation equipment, industrial technician

Unique Aspects: Flexibility is the unique feature of this program which is designed to enable the student to work with their academic advisor in structuring their technical specialty to meet personal career goals or professional objectives in response to their employer.

EEDA Career Cluster: Transportation, Distribution & Logistics; Architecture & Construction; Manufacturing; Science, Technology, Engineering & Mathematics

Course Requirements (followed by credit hours):

A. General Education Courses:

ENG 165	Professional Communication	3
	OR	
ENG 101	English Composition I	
MAT 102	Intermediate Algebra	3
MAT 168	Geometry and Trigonometry	3
	OR	
MAT 110	College Algebra	
	OR	
MAT 120	Probability and Statistics	
Fine Arts/Humanities		3
Social/Behavioral Science		3

B. Major Courses:

Primary Technical Specialty:		**28**
CPT 101	Introduction to Computers	3
EEM 117	AC/DC Circuits I	4
AET 111	Architectural Computer Graphics I	3
AET 221	Architectural Computer Graphics II	4
EGT 104	Print Reading	3
EGT 151	Introduction to CAD	3
EGT 155	Intermediate CAD	2
PHS 101	Physical Science	4
Free Elective		2
(Any Industrial or Engineering Technology Course)		
Secondary Technical Specialty:		12

Any Industrial or Engineering Technology Course
(Academic advisor approval required)

C. Electives and/or Other Additional Courses Required for Graduation:

- Free Electives (non-transitional courses) 15

Minimum semester credit hours required for graduation: 70

EMERGENCY MEDICAL TECHNICIAN (EMT)

- Basic Emergency Medical Technician (EMT-B) - Certificate
- Intermediate Emergency Medical Technician (EMT-B) - Certificate

Basic Emergency Medical Technician (EMT-B)

Certificate

Program Start Date: Fall, Spring and Summer terms
Minimum Program Length: One (1) term

Program Description: This credit program provides instruction and practice in dealing with emergencies involving bleeding, fractures, airway obstruction, cardiac arrest, and emergency childbirth. Students learn how to use and maintain common emergency equipment, such as backboards, suction devices, splints, oxygen delivery systems, and stretchers. Operation of ambulances and emergency vehicles will be covered in this program. Graduates of the EMT-B program must pass a written and practical examination administered by the State Licensing agency or the NREMT-B.

Practical Experience: Formal courses are combined with time learning ambulance operation and EMS Services.

Professional Opportunities: EMTs are employed in various settings including the pre-hospital environment, hospital and other health care settings. The pre-hospital environment is divided into non-emergency (e.g. hospital discharges) and emergency (911 calls) services. Many ambulance services operate both non-emergency and emergency care.

Unique Aspects: This certificate is a credit program taken through the Academic Affairs area. Students taking this program may be eligible for Lottery Tuition Assistance (LTA), scholarships or other financial aid. Check with the SCC Financial Aid Office to determine eligibility for financial aid while taking this program. If you are interested in ONLY receiving CEUs, check with Corporate and Community Education (CCE) to inquire about the availability of the EMT-B course which is not eligible for financial aid.

EEDA Career Cluster - Health Sciences

Course Requirements (followed by credit hours):

Prerequisites: None

A. General Education: None

B. Major Courses:

AHS 106	Cardiopulmonary Resuscitation	1
EMS 110	Basic Emergency Medical Care	5
EMS 202	EMT Basic	2

C. Electives and/or Other Additional Courses Required for Graduation:

- No electives required for this program.
- Graduates of the program must be at least 18 years old.

Minimum semester credit hours required for graduation: 8

Intermediate Emergency Medical Technician (EMT-I)

Certificate

Program Start Date: Fall, Spring and Summer terms
Minimum Program Length: One (1) term

Program Description:
The credit program provides instruction and practice in advanced skills such as the use of advanced airway devices, intravenous fluids, and some medications. Graduates of the EMT-I program must pass a written and practical examination administered by the State Licensing agency or the NREMT-I.

Practical Experience:
Formal courses are combined with time in an emergency department or EMS services.

Professional Opportunities:
EMT-I's are employed in varied settings ranging from pre-hospital, hospital and other health care settings. The pre-hospital environment is divided into non-emergency (e.g. hospital discharges) and emergency (911 calls) services. Many ambulance services operate both non-emergency and emergency care.

Unique Aspects:
This certificate is a credit program taken through the Academic Affairs area. Students taking this program may be eligible for Lottery Tuition Assistance (LTA), scholarships or other financial aid. Check with the SCC Financial Aid Office to determine if he or she is eligible for financial aid while taking this program. If you are interested in ONLY receiving CEUs, check with Corporate and Community Education (CCE) to inquire about the availability of the EMT-I course which is not eligible for financial aid.

EEDA Career Cluster: Health Sciences

Course Requirements (followed by credit hours):

Prerequisites:
*In order to enter EMS 111 and EMS 203, completion of the EMT-B Certificate is required OR must have a current EMT-B Certification or NREMT-B Certification which must be maintained throughout the program.

A. General Education: None

B. Major Courses:

AHS 106	Cardiopulmonary Resuscitation	1
*EMS 111	Intermediate Emergency Care	5
*EMS 203	EMT Intermediate	2

C. Electives and/or Other Additional Courses Required for Graduation:
• No electives required for this program.
• Graduates of the program must be at least 18 years old.

Minimum semester credit hours required for graduation: 8

FIRE SERVICES

See: ***BUSINESS & MANAGEMENT:*** *Management with Fire Services Electives - Associate*

FUNERAL SERVICE

- Pre-Funeral Service Education (Phase I) - Certificate

Pre-Funeral Service Education (Phase I)

Certificate

Program Start Date: Any term
Minimum Program Length: 2 terms day or evening

Program Description: The Funeral Service Education (FSE) Program provides the educational foundation needed to seek a South Carolina or other state licensure, both as a funeral director and an embalmer.

Practical Experience: Students gain proficiency in interpersonal and technical skills through labs and specialized internships in (Phase II) at Piedmont Technical College.

Professional Opportunities: Employment as a funeral director and/or embalmer.

Unique Aspects: The Pre-Funeral Service Education Certificate (Phase I) is an articulated program with Piedmont Technical College (PTC). Students complete Phase I courses at SCC and apply to Phase II at PTC. Courses completed in Phase II of the program must be completed at PTC. Acceptance into Phase II is based on PTC's admission policies. SCC has six (6) reserved slots in the PTC Phase II portion of the program. Students will take courses in various formats such as online, hybrid and on-ground while in the program.

EEDA Career Cluster: Health Sciences

Course Requirements (followed by credit hours):

A. General Education Courses:

CPT 101	Introduction to Computers	3
Elective	Humanities-Fine Arts	3
ENG 101	English Composition I	3
ENG 165	Professional Communications	3
HIS 101	Western Civilization to 1689	3
MAT 155	Contemporary Mathematics	3
*MGT 120	Small Business Management	3
SPC 205	Public Speaking	3

* SCC does not offer this course and must be taken at PTC.

B. Major Courses:

- All Funeral Service Education (FSE) curriculum courses (Phase II) must be taken at Piedmont Technical College.

C. Electives and/or Additional Courses Required: None

Minimum semester credit hours required for graduation: 24

GRAPHIC DESIGN

See: ***COMPUTER TECHNOLOGY:*** *Digital Design*

HEALTH SCIENCES/HEALTH CARE

- Health Unit Coordinating - Certificate
- Health Unit Coordinating/Monitoring Techniques - Certificate
- Patient Care Technician
See also: ***BIOTECH***
CARDIOVASCULAR
DENTAL
EARLY CHILDHOOD DEVELOPMENT
FUNERAL SERVICE
INTERPRETING/SIGN LANGUAGE
MASSAGE THERAPY
MEDICAL
NURSING
PHARMACY
PHLEBOTOMY
RADIOLOGIC TECHNOLOGY
RESPIRATORY THERAPY
SURGICAL TECHNOLOGY

Health Unit Coordinating

Certificate

Program Start Date: Fall or summer terms
Minimum Program Length: 2 consecutive terms, day

Program Description: Health unit coordinating students gain skills to perform administrative duties for medical units, other departments in hospitals and various health care facilities. Students utilize knowledge of medical terminology, medical procedures and diagnostic tests to requisition hospital or medical services.

Practical Experience: Students develop interpersonal and technical skills that are vital to their role as communicators with physicians or health care personnel, patients and patients' families. They acquire administrative competencies including transcribing physicians' orders. The clinical rotations include hospitals, ambulatory care centers and long-term care facilities during the same term.

Professional Opportunities: Unit secretaries, clerks in other hospital areas, receptionists in physicians' offices and other medical settings.

Unique Aspects: Graduates are eligible to apply to take the National Certification Examination for Health Unit Coordinators.

EEDA Career Cluster: Health Science

Course Requirements (followed by credit hours):

Prerequisites:

AHS 102	Medical Terminology	3

A. General Education Courses:

CPT 101	Introduction to Computers	3
ENG 165	Professional Communications	3
IDS 101	Human Thought and Learning	3

B. Major Courses:

AHS 170	Fundamentals of Disease	3
HUC 110	Health Unit Procedures I	7
HUC 120	Health Unit Procedures II	8

C. Electives and/or Other Additional Courses Required for Graduation: None

Minimum semester credit hours required for graduation: 30

Health Unit Coordinating/Monitoring Techniques

Certificate

Program Start Date: Fall or summer terms
Minimum Program Length: 3 consecutive terms, day

Program Description: Health unit coordinating students gain skills to perform administrative duties for medical units, other departments in hospitals and various health care facilities. Students utilize knowledge of medical terminology, medical procedures and diagnostic tests to requisition hospital or medical services. In addition to health unit coordinating duties, students will enhance their skills by learning to provide cardiac monitoring techniques which allows them to have expertise in dual areas.

Practical Experience: Students develop interpersonal and technical skills that are vital to their role as communicators with physicians or health care personnel, patients and patients' families. They acquire administrative competencies including transcribing physicians' orders and monitoring patients with cardiac involvement. The clinical rotations include hospitals, ambulatory care centers and long-term care facilities during the same term.

Professional Opportunities: Monitor technicians, unit secretaries, clerks in other hospital areas, receptionists in physicians' offices and other medical settings.

Unique Aspects: Graduates are eligible to apply to take the National Certification Examination for Health Unit Coordinators.

EEDA Career Cluster: Health Science

Course Requirements (followed by credit hours):

Prerequisites:

AHS 102	Medical Terminology	3

A. General Education Courses:

CPT 101	Introduction to Computers	3
ENG 165	Professional Communications	3
IDS 101	Human Thought and Learning	3

B. Major Courses:

AHS 170	Fundamentals of Disease	3
AHS 177	Cardiac Monitoring Applications	4
AHS 179	Cardiac Monitoring Practicum	4
HUC 110	Health Unit Procedures I	7
HUC 120	Health Unit Procedures II	8

C. Electives and/or Other Additional Courses Required for Graduation:

- None

Minimum semester credit hours required for graduation: 38

Patient Care Technician (PCT)

Certificate

Program Start Date: Fall, Spring and Summer terms
Minimum Program Length: Two (2) terms

Program Description: This certificate is a credit program taken in the Academic Affairs area. Students in the Patient Care Technician (PCT) Certificate Program learn special advanced foundational skills such as phlebotomy, glucose monitoring, EKG, urinary catheterization, sterile dressing changes and various specimen collections.

Practical Experience: Students gain interpersonal, comprehensive technical skills through clinical rotations in affiliated hospitals, clinics and other health care facilities.

Professional Opportunities: Patient Care Technicians (PCT) may be employed in hospitals, clinics, rehabilitations centers, assisted living facilities, nursing homes and long-term care facilities. The role of the PCT continues to evolve and expand. This profession is a good pathway into nursing or other health care professions. As an unlicensed health care professional, a PCT works under the supervision of physicians and other licensed health care personnel.

Unique Aspects: Students taking this credit program may be eligible for Lottery Tuition Assistance (LTA), scholarships or other financial aid. Check with the SCC Financial Aid Office to determine eligibility for financial aid while taking this program. If you are interested in ONLY receiving CEUs, check with Corporate and Community Education (CCE) to inquire about the availability of the Patient Care Technician courses which are not eligible for financial aid. By the end of the first semester, students must obtain their nursing assistant certification (CNA) from the state of South Carolina in order to register and progress into the second semester of the program. Patient care technicians have excellent job prospects, and opportunities in the field are expected to increase rapidly over the next few years with the changing patient demographics. Patient Care Technicians (PCT) may earn $18,000 - $35,000 annually; depending on the area which he/she goes to work.

EEDA Career Cluster: Health Sciences

Course Requirements (followed by credit hours):

Prerequisites:

ASSET or COMPASS

A. General Education: None

B. Major Courses:

AHS 101	Introduction to Health Professions	2
AHS 102	Medical Terminology	3

AHS 104	Medical Vocabulary/Anatomy	3
AHS 106	Cardiopulmonary Resuscitation	1
AHS 107	Clinical Computations	2
AHS 143	Phlebotomy Skills	6
AHS 152	Health Care Procedures II	6
AHS 163	Long-Term Care	5
AHS 165	ECG Applications	5
AHS 170	Fundamentals of Disease	3

C. Electives and/or Other Additional Courses Required for Graduation:

- No electives required for this program.
- Graduates of the program must be at least 18 years old.

Minimum semester credit hours required for graduation: 36

HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION (HVAC-R)

- Heating, Ventilation, Air Conditioning and Refrigeration Technology - Certificate
- Heating, Ventilation, Air Conditioning and Refrigeration Technology - General Technology - Associate

Heating, Ventilation, Air Conditioning and Refrigeration Technology

Certificate

Program Start Date: Fall term
Minimum Program Length: 3 terms day or evening

Program Description: Heating, ventilation, air conditioning and refrigeration students learn skills to repair, install and maintain domestic, commercial and industrial HVAC equipment and controls.

Practical Experience: Students gain experience repairing HVAC systems, designing heating and air conditioning systems, servicing air conditioning systems, using test equipment and reading blueprints.

Professional Opportunities: HVAC sales representative, HVAC technician, electrical controls technician

Unique Aspects: Courses from this certificate will apply towards an Associate in Applied Science Degree-General Technology with a major in Heating, Ventilation, Air Conditioning and Refrigeration Technology.

EEDA Career Cluster: Architecture & Construction; Manufacturing

Course Requirements (followed by credit hours):

A. General Education Courses: None

B. Major Courses:

ACR 101	Fundamentals of Refrigeration	5
ACR 106	Basic Electricity for HVAC	4
ACR 110	Heating Fundamentals	4
ACR 120	Basic Air Conditioning	4
ACR 125	Fundamentals of HVAC	4
ACR 130	Domestic Refrigeration	4
ACR 140	Automatic Controls	3
ACR 175	EPA 608 Certification Preparation	1
ACR 210	Heat Pumps	4
ACR 221	Residential Load Calculations	2
ACR 224	Codes and Ordinances	2
ACR 240	Advanced Automatic Controls	3

C. Electives and/or Other Additional Courses Required for Graduation: None
Minimum semester credit hours required for graduation: 40

Heating, Ventilation, Air Conditioning and Refrigeration Technology - General Technology

Associate Degree in Applied Science

Program Start Date: Any term
Minimum Program Length: Varies according to choice of secondary speciality

Program Description: Students will major in HVAC and minor in a secondary specialty specific to their educational and career goals.

Practical Experience: Students gain experience repairing HVAC systems, designing heating and AC systems, servicing air conditioning systems, using test equipment and reading blueprints.

Professional Opportunities: HVAC sales representative, HVAC or electrical controls technician

Unique Aspects: Students must be a graduate of an HVAC certificate or diploma program and, aided by their academic advisor, select a secondary specialty that meets their personal and professional career goals.

EEDA Career Cluster: Manufacturing

Course Requirements (followed by credit hours):

A. General Education Courses:

ENG 165	Professional Communications	3
	OR Other Approved Communications	
MAT 101	Beginning Algebra	3
	OR Other Approved Mathematics	
Social/Behavioral Science		3
Humanities-Fine Arts		3
Other Approved General Education Course		3

B. Major Courses:

Primary Technical Specialty:

ACR 101	Fundamentals of Refrigeration	5
ACR 106	Basic Electricity for HVAC	4
ACR 110	Heating Fundamentals	4
ACR 120	Basic Air Conditioning	4
ACR 130	Domestic Refrigeration	4
ACR 140	Automatic Controls	3
ACR 210	Heat Pumps	4
ACR 224	Codes and Ordinances	2

Secondary Technical Specialty: **12**

Choose from any of the Industrial or Engineering Technology programs (requires academic advisor approval)

C. Electives and/or Other Hours Required for Graduation

ACR 125	Advanced Automatic Controls	3
ACR 175	EPA 608 Certification Preparation	1
ACR 221	Residential Load Calculations	2
ACR 240	Fundamentals of HVAC	4
Elective		3

Minimum semester credit hours required for graduation: 70

HORTICULTURE/LANDSCAPE

- Horticulture Technology - Associate
- Landscape Management - Certificate
- Palmetto Professional Landscape Certficate - Certificate

Horticulture Technology

Associate Degree in Applied Science

Program Start Date: Fall or spring terms
Minimum Program Length: 2 fall + 2 spring day

Program Description:
Horticulture technology students study applied plant science emphasizing plant production and use. Students are trained in landscaping, nursery and garden center operations, greenhouse management and horticulture support operations.

Practical Experience: Students participate in indoor and outdoor labs, greenhouse and nursery operations and the establishment and maintenance of ornamental gardens on the College's campus. In addition, students participate in horticultural work projects and field trips to horticulture sites within the region. Students receive training for the landscaping industry, nursery and garden center operations, and greenhouse management, as well as supporting horticulture supply businesses.

Professional Opportunities: Nursery operations, landscape management, grounds maintenance, landscape installation, parks and forestry services, urban forestry, retail plant sales, garden center management, greenhouse operation and horticulture supply businesses

Unique Aspects: Each year, numerous horticulture technology program students complete internships with various companies, including Walt Disney World, Callaway Gardens and Biltmore House and Gardens.

EEDA Career Cluster: Agriculture, Food & Natural Resources; Architecture & Construction

Course Requirements (followed by credit hours):

A. General Education Courses:

Math Requirement		3
Humanities Requirement		3
Social Sciences Requirement		3
ENG 101	English Composition I	3
SPC 205	Public Speaking	3

B. Major Courses:

HRT 105	Landscape Plant Materials	4
HRT 110	Plant Form and Function	4
HRT 125	Soils	4
HRT 141	Horticulture Pest Control	4

C. Electives and/or Additional Hours Required for Graduation:

HRT 102	Landscape Design	4
HRT 108	Annuals and Perennials	2
HRT 132	Nursery Operations	3
HRT 139	Plant Propagation	3
HRT 200	Horticulture Business Management	3

HRT 223	Irrigation	4
HRT 230	Greenhouse Technology	4
HRT 241	Turf Management	3
HRT 253	Landscape Installation	4
HRT 255	Urban Tree Care	3
HRT 256	Landscape Management	4

The student must complete one elective course that totals at least 2.0 semester credit hours.
Minimum semester credit hours required for graduation: 70

Landscape Management

Certificate

Program Start Date: Fall or spring terms
Minimum Program Length: 2 terms evening

Program Description: Landscape management students develop skills in the use of modern techniques and materials in landscape management.

Practical Experience: Students participate in special projects utilizing the College's ornamental garden and adjacent grounds for both observation and study.

Professional Opportunities: Landscape management and nursery fields

Unique Aspects: This certificate is designed especially for individuals already employed in landscape management and nursery businesses and for individuals desiring specific training in the major courses. The program is offered in the evening to accommodate individuals working in the industry; students may enroll fall or spring term. Credits earned may be applied to the horticulture associate degree; students should verify transfer of credits from the certificate to the associate program with the department chair.

EEDA Career Cluster: Agriculture, Food & Natural Resources; Architecture & Construction

Course Requirements (followed by credit hours):

A. General Education Courses

None

B. Major Courses:

HRT 104	Landscape Design	3
HRT 113	Plant Materials	3
HRT 121	Commercial Irrigation	3
HRT 144	Plant Pests	3
HRT 153	Landscape Construction	3
HRT 241	Turf Management	3

C. Electives and/or Other Additional Courses Required for Graduation: None

Minimum semester credit hours required for graduation: 18

Palmetto Professional Landscape Certificate

Certificate

Program Start Date: Any term
Minimum Program Length: 3 terms online

Program Description:
Professional landscape management and nursery students will obtain knowledge and skills via online instruction to work in the horticulture industry and to help sustain the landscape and surrounding environmental.

Practical Experience:
Students learn critical aspects of the landscape and business to successful work with companies to create environmentally friendly landscapes.

Professional Opportunities:
Landscape management, installation, public and government landscape positions

Unique Aspects:
This online certificate is designed especially for individuals already employed in the landscape and nursery industry and for individuals desiring specific training in the major courses. The program is offered online using various multimedia programs and techniques in order to accommodate students seeking the knowledge but may not be able to attend a traditional class. This certificate will provide training and testing for the SC Commercial Pesticide License and the SC Environmental Landscape Certification. Credit earned may be applied to the horticulture associate degree; students should verify transfer of credits from the certificate to the associate degree program with the department chair.

EEDA Career Cluster: - Agriculture, Food & Natural Resources; Architecture & Construction

Course Requirements (followed by credit hours):

A. General Education Courses: None

B. Major Courses:

HRT 113 Plant Materials	3
HRT 144 Plant Pest	3
HRT 153 Landscape Construction	3
HRT 169 Sustainability in Horticulture	3
HRT 200 Horticulture Business Management	3
HRT 241 Turf Management	3

C. Electives and/or Other Additional Courses Required for Graduation: None

Minimum semester credit hours required for graduation: 18

INDUSTRIAL

- *Industrial Electricity - Certificate*
- *Industrial Electricity - General Technology - Associate*
- *Industrial Electronics Technology - Associate*
- *Industrial Repair Technology - Certificate*
- *Industrial Repair Technology - General Technology - Associate*

Industrial Electricity

Certificate

Program Start Date: Fall or spring terms
Minimum Program Length: 3 terms day or evening

Program Description: Industrial electricity students study electrical theory. They also learn electrical and electronic circuits, motor controls and programmable logic controller fundamentals.

Practical Experience: Students gain experience constructing electrical circuits, using test equipment, operating motor controllers and working with programmable controllers.

Professional Opportunities: Electrical/electronic equipment installer, electronic salesperson, electrical maintenance person, general electrical worker

Unique Aspects: Courses from this certificate will apply towards an Associate in Applied Science Degree in Industrial Electronics or Automated Manufacturing Technology. In addition, there is an opportunity to obtain national certification through the National Center for Construction Education and Research (NCCER) in an assortment of modules related to the field of industrial electricity/electronics.

EEDA Career Cluster: Manufacturing; Transportation, Distribution & Logistics; Architecture & Construction; Science, Technology, Engineering & Mathematics

Course Requirements (followed by credit hours):

A. General Education Courses: None

B. Major Courses:

EEM 107	Industrial Computer Techniques	2
EEM 109	NCCER Core Curriculum	3
EEM 117	AC/DC Circuits I	4
EEM 118	AC/DC Circuits II	4
EEM 145	Control Circuits	3
EEM 151	Motor Controls I	4
EEM 152	Motor Controls II	4
EEM 162	Introduction to Process Control	3
EEM 201	Electronic Devices I	3
EEM 211	AC Machines	3
EEM 251	Programmable Controllers	3

C. Electives and/or Other Additional Courses Required for Graduation: None

Minimum semester credit hours required for graduation: 36

Industrial Electricity - General Technology

Associate Degree in Applied Science

Program Start Date: Any term
Minimum Program Length: Varies according to choice of secondary speciality

Program Description: Students will major in Industrial Electricity and minor in a secondary specialty specific to their educational and career goals.

Practical Experience: Students gain experience constructing electrical circuits, using test equipment, operating motor controllers and working with programmable controllers.

Professional Opportunities: Electrical/electronic equipment installer, electronics salesperson, electrical maintenance technician, general electrical technician

Unique Aspects: Students must be a graduate of an industrial electricity certificate or diploma program and, aided by their academic advisor, select a secondary speciality that meets their personal and professional career goals. In addition, there is an opportunity to obtain national certification through the National Center for Construction Education and Research (NCCER) in an assortment of modules related to the field of industrial electricity/electronics.

EEDA Career Cluster: Transportation, Distribution & Logistics; Architecture & Construction; Manufacturing; Science, Technology, Engineering & Mathematics

Course Requirements (followed by credit hours):

A. General Education Courses:

ENG 165	Professional Communications	3
	OR	
Other Approved Communications		
MAT 101	Beginning Algebra	3
	OR	
Other Approved Mathematics		
Social/Behavioral Science		3
Humanities-Fine Arts		3
Other Approved General Education Course		3

B. Major Courses:

Primary Technical Specialty:		**31**
EEM 109	NCCER Core Curriculum	3
EEM 117	AD/DC Circuits I	4
EEM 118	AD/DC Circuits II	4
EEM 145	Control Circuits	3
EEM 151	Motor Controls I	4
EEM 152	Motor Controls II	4
EEM 162	Introduction to Process Control	3
EEM 201	Electronic Devices I	3
EEM 211	AC Machines	3
Secondary Technical Specialty:		**12**

Choose from any of the Industrial or Engineering Technology programs (requires academic advisor approval)

C. Electives and/or Other Hours Required for Graduation

EEM 107	Industrial Computer Techniques	2
EEM 251	Programmable Controllers	3
Electives		7
Minimum semester credit hours required for graduation:		70

Industrial Electronics Technology

Associate Degree in Applied Science

Program Start Date: Fall or spring terms
Minimum Program Length: 5 terms day

Program Description:
Industrial electronics technology students study electrical and electronic theory. They learn to repair, install and maintain all types of electrical and electronic equipment used in industry.

Practical Experience: Students gain experience using test equipment, operating motor controllers and electronic motors and building electronic circuits. They work with microprocessors, programmable logic controllers and electronic drive systems. Students use computers to solve a number of problems related to electronics and industrial electronic controls.

Professional Opportunities: Electronic technician, plant electrician, biomedical repair technician, electronic equipment repairer, computer maintenance technician

Unique Aspects: There is an opportunity to obtain national certification through the National Center for Construction Education and Research (NCCER) in an assortment of modules related to the field of industrial electricity/electronics.

EEDA Career Cluster: Manufacturing; Transportation, Distribution & Logistics; Science, Technology, Engineering & Mathematics

Course Requirements (followed by credit hours):

A. General Education Courses:

ENG 165	Professional Communications	3
HSS 205	Technology and Society	3
	OR	
Other Humanities-Fine Arts		
MAT 101	Beginning Algebra	3
MAT 168	Geometry and Trigonometry	3
PSY 103	Human Relations	3
	OR	
Other Social/Behavioral Science		

B. Major Courses:

EEM 107	Industrial Computer Techniques	2
EEM 109	NCCER Core Curriculum	3
EEM 117	AC/DC Circuits I	4
EEM 118	AC/DC Circuits II	4
EEM 123	Schematics Analysis	3
EEM 145	Control Circuits	3
EEM 151	Motor Control I	4

EEM 152	Motor Controls II	4
EEM 162	Introduction to Process Control	3
EEM 201	Electronic Devices I	3
EEM 202	Electronic Devices II	3
EEM 211	AC Machines	3
EEM 221	DC/AC Drives	3
EEM 231	Digital Circuits I	3
EEM 240	Basic Microprocessors	4
EEM 251	Programmable Controllers	3
EEM 252	Programmable Controllers Applications	3
EEM 275	Technical Troubleshooting	3
EEM 276	Applied Troubleshooting	3

C. Electives and/or Other Additional Courses Required for Graduation:

- The student must complete one elective course which totals at least 2.0 credit hours.

Minimum semester credit hours required for graduation: 78

Industrial Repair Technology

Certificate

Program start date: Any term
Minimum Program Length: 3 terms day

Program Description: The Industrial Repair Technology Program is designed to prepare students for employment in the industrial maintenance field. This program includes theory and skill training in basic electricity, industrial computers, mechanical systems, preventive maintenance and installation.

Practical Experience: Students gain experience and skills needed to perform routine maintenance, diagnosis, repairs, and installation involving mechanical systems, equipment, and in an industrial environment. Problem-solving skills included in the curriculum teach students how to perform basic diagnostic tests, check performance, and test damaged machine parts to determine whether major repairs are necessary.

Professional Opportunities: Industrial repairer, plant mechanic, machine rebuilder, mechanical technician, machine installer, equipment rigger, millwright.

Unique Aspects: Graduates can apply credits earned as a career ladder toward a degree and gain additional credentials in more specific, degree programs such as Automated Manufacturing, Industrial Electronics, Industrial Repair, Machine Tool, Mechatronics or Production Associate Technology

EEDA Cluster: Manufacturing, Architecture & Construction, Agriculture, Food & Natural Resources, and Transportation, Distribution and Logistics

Course Requirements (followed by credit hours):

A. General Education Requirements:

MAT	155	Contemporary Mathematics	3

B.Major Courses:

AMT 101	Automated Manufacturing Overview	2
EEM 105	Basic Electricity	2
EEM 107	Industrial Computer Techniques	2
EGT 123	Industrial Print Reading	2
IMT 108	Introduction to Industrial Technology	2
IMT 110	Industrial Instrumentation	3
IMT 112	Hand Tools Operations	3
IMT 160	Preventive Maintenance	3
IMT 131	Hydraulics and Pneumatics	4
IMT 124	Pumps	2
IMT 102	Industrial Safety	2
IMT 120	Mechanical Installations	5
IMT 161	Mechanical Power Applications	4

Electives and Other Courses Required for Graduation: None
Minimum Semester Credit Hours Required for Graduation: 36

Industrial Repair Technology - General Technology

Associate

Program start date: Any term
Minimum Program Length: 5 terms day

Program Description: The Industrial Repair Technology Program is designed to prepare students for employment in the industrial maintenance field. This program includes theory and skill training in basic electricity, industrial computers, mechanical systems, preventive maintenance and installation.

Practical Experience: Students learn to properly service, maintain, repair and/or install industrial equipment or equipment parts for a wide range of industrial machinery. Problem-solving skills included in the curriculum teach students how to perform routine maintenance, basic diagnostic tests, check performance, and test damaged machine parts to determine whether major repairs are necessary.
Professional Opportunities: Industrial repairer, plant mechanic, machine rebuilder, mechanical technician, machine installer, equipment rigger, millwright, and team leader/ supervisor.

Unique Aspects: This degree allows students to participate in co-op work experiences or take secondary technical electives to learn the skills required in a particular manufacturing industry. Students must complete the Industrial Repair certificate prior to being accepted into this degree. Graduates may apply credits earned in the Industrial Repair degree program as a career ladder program to gain additional credentials in more specific, degree programs such as Automated Manufacturing, Industrial Electronics, Machine Tool, Mechatronics or Production Associate Technology. See a program advisor for details on specific program details.

EEDA Career Cluster:
Manufacturing, Agriculture, Food &Natural Resources; Transportation, Distribution & Logistics; Architectural & Construction; Science, Technology, Engineering & Mathematics

Course Requirements (followed by credit hours):

A. General Education Courses:

ENG 165	Professional Communications	3
Or		
ENG 101	English Composition	
ECO 101	Basic Economics	3
Or		
Other Social/Behavioral Science		
MAT 155	Contemporary Mathematics	3
Or		
MAT 101	Beginning Algebra	
Or		
MAT 102	Intermediate Algebra	
IDS 101	Human Thought and Learning	3
Or		
Other Social/ Behavioral Science		
SPC 209	Interpersonal Communication	3

B. Major Courses:

Primary Specialty:

AMT 101	Automated Manufacturing Overview	2
EEM 105	Basic Electricity	2
EEM 107	Industrial Computer Techniques	2
EGT 123	Industrial Print Reading	2
IMT 108	Introduction to Industrial Technology	2
IMT 110	Industrial Instrumentation	3
IMT 112	Hand Tools Operations	3
IMT 160	Preventive Maintenance	3
IMT 131	Hydraulics and Pneumatics	4
IMT 124	Pumps	2
IMT 102	Industrial Safety	2
IMT 120	Mechanical Installations	5
IMT 161	Mechanical Power Applications	4

Secondary Technical Specialty:

CO-OP Work Experience or other approved technical electives	12

C. Other Hours Required for Graduation:

Electives (from Industrial & Engineering Technologies)	5
Free Elective	2
Minimum Semester Credit Hours Required for Graduation:	70

INTERPRETING/SIGN LANGUAGE

- Basic Interpreting - Certificate
- Basic Interpreting - General Technology - Associate

American Sign Language

Certificate

Program Start Date: Fall term
Minimum Program Length: 3 terms day or evening; 3 terms,Internet/online

Program Description: American sign language students develop fluent skills in the communicative use of this language, the third most commonly used language in the United States.

Practical Experience: Students complete communicative as well as cultural activities and develop fluency through class and community interactions.

Professional Opportunities: This certificate could enhance communication opportunities in any setting where there are deaf individuals present. This certificate will also serve as an entry point if a student pursues a future degree if the student pursues a degree in interpreting.

Unique Aspects: Language courses are required at public colleges and universities and many private institutions. Students should verify possible acceptance of these credits with the intended transfer college or university.

EEDA Career Cluster: Human Services; Education & Training

Course Requirements (followed by credit hours):

A. General Education Courses: None

B. Major Courses:

ASL 101	American Sign Language I	4 (day or evening course)
ASL 102	American Sign Language II	4 (day or evening course)
ASL 110	Careers in American Sign Language	2 (Internet course)
ASL 201	American Sign Language III	3 (day or evening course)
ASL 202	American Sign Language IV	3 (evening course)
ITP 106	Linguistics of American Sign Language	3
	OR	
SPC 208	Intercultural Communication	3
ITP 201	Deaf History and Culture	3 (Internet course)

C. Electives and/or Other Additional Courses Required for Graduation: None
Minimum semester credit hours required for graduation: 22

Basic Interpreting

Certificate

Program Start Date: Fall or spring term
Minimum Program Length: 4 terms,Internet/online

Program Description: This certificate program gives foundational instruction in how to interpret between English and American Sign Language. Due to national certification requirements, students can enroll in this program only if they have previously earned a degree (any level). Students without a degree should enroll in the Basic Interpreting-General Technology Program.

Practical Experience: Students gain field experience through observations and evaluation of professional interpreters and by participating in interpreting internships at local agencies and institutions.

Professional Opportunities: Entry-level interpreters for public and private agencies, free-lance interpreters or preparation for further educational opportunities

Unique Aspects: The Certificate in Basic Interpreting is delivered online (Internet-based). Students must demonstrate proficiency in American Sign Language to be accepted into this program.

EEDA Career Cluster: Human Services; Education & Training

Course Requirements (followed by credit hours):

A. General Education Courses: None

B. Major Courses:

ITP 101	Introduction to Interpreting	3
ITP 104	Interpreting in Educational Settings	3
ITP 106	Linguistics of American Sign Language	3
ITP 110	Discourse Analysis	3
ITP 112	Translation	3
ITP 201	Deaf History and Culture	3
ITP 204	English to ASL Interpreting I	3
ITP 205	English to ASL Interpreting II	3
ITP 206	ASL to English Interpreting I	3
ITP 207	ASL to English Interpreting II	3
ITP 212	Interpreting in Special Settings	3
ITP 214	Business Practices for Interpreters	3
ITP 240	Interpreting Internship	3

C. Electives and/or Additional Hours Required for Graduation

- No electives required for this program.

Minimum semester credit hours required for graduation: 39

Basic Interpreting-General Technology

Associate Degree in Applied Science

Program Start Date: Fall or spring term
Minimum Program Length: 5 terms, Internet/online

Program Description: Interpreter training students acquire specific skills to work as beginning sign language interpreters who interpret spoken English into American Sign Language and into manually-coded English; as well as American Sign Language and manually-coded English into spoken English.

Practical Experience: Students gain field experience through observations and evaluation of professional interpreters and by participating in interpreting internships at local agencies and institutions.

Professional Opportunities: Entry-level interpreters for public and private agencies, free-lance interpreters

Unique Aspects: The Interpreter Training Program is delivered online (Internet-based). Students must demonstrate proficiency in American Sign Language in order to be accepted into this program.

EEDA Career Cluster: Human Services; Education & Training

Course Requirements (followed by credit hours):

A. General Education Courses:

ENG 101	English Composition I	3
ENG 102	English Composition II	3
MAT 155	Contemporary Mathematics	3
	OR	
MAT 160	Math for Business Finance	
	OR Any transferable math	3
PSY 201	General Psychology	3
SPC 205	Public Speaking	3

B. Major Courses:

Primary Technical Specialty (39 credits)

ITP 101	Introduction to Interpreting	3
ITP 104	Interpreting in Educational Settings	3
ITP 106	Linguistics of American Sign Language	3
ITP 110	Discourse Analysis	3
ITP 112	Translation	3
ITP 201	Deaf History and Culture	3
ITP 204	English to ASL Interpreting I	3
ITP 205	English to ASL Interpreting II	3
ITP 206	ASL to English Interpreting I	3
ITP 207	ASL to English Interpreting II	3
ITP 212	Interpreting in Special Settings	3
ITP 214	Business Practices for Interpreters	3
ITP 240	Interpreting Internship	3

Secondary Technical Specialty: (12 credits)
Courses must be approved by the interpreting Training Program Director.

An individualized plan will be developed for each student after meeting with the interpreter Training Program Director.

C. Electives and/or Additional Hours Required for Graduation

PHI 110	Ethics	3
SOC 101	Introduction to Sociology	3

Minimum semester credit hours required for graduation: 72

LANGUAGE

- Spanish - Certificate

See also: ***INTERPRETING & SIGN LANGUAGE***

Spanish

Certificate

Program start date: Fall term
Minimum program length: 3 terms-day, evening, online

Program Description: The Certificate in Spanish at SCC incorporates advanced reading, writing, speaking, and oral comprehension of the Spanish language, as well as a study of Hispanic/Latino culture and history.

Practical Experience: Spanish Certificate students should gain proficiency in both general Spanish language and discipline-specific Spanish language skills. In addition, all courses will provide a background in history, culture, and customs of Spanish-speaking people. A second-semester Field Spanish course will require students to participate in a five-hour per week internship at a location suited to their career plans.

Professional Opportunities: Students in and graduates of terminal degree programs may opt to earn Spanish certification in order to better communicate with their co-workers, clients, and/or patients, and with the community at large. While all employees benefit from an exposure to international and intercultural studies, a particular need for employees with an understanding of Spanish language and culture falls in the areas of business, health and human services, and in social services such as criminal justice. Also, public school educators may choose to enroll in the certificate courses as part of their recertification process.

Unique Aspects: After students gain basic Spanish language skills in SPA 101, classes are, for the most part, conducted in Spanish. SPA 290, Field Spanish, is a hybrid (off-campus and online) course that includes a five-hour per week internship with two hours per week of intense vocabulary study in the student's field.

EEDA Career Cluster: All 16 career clusters may apply.
Course Requirements (followed by credit hours):
Prerequisites:

SPA 101	Elementary Spanish I	4
SPA 102	Elementary Spanish II	4

A. General Education: None
B. Major Courses:

SPA 201	Intermediate Spanish I	3
SPA 202	Intermediate Spanish II	3
SPA 205	Advanced Conversational Spanish	3
SPA 206	Advanced Spanish Reading & Composition	3
SPA 213	Hispanic/Latino History & Culture	3
SPA 290	Field Spanish	3
HIS 109	Introduction to Latin American Civilization	3
HSS 111	Myth & Folklore of Hispanic/Latino Cultures	3

C. Electives and/or Other Additional Courses Required for Graduation: None
Minimum semester credit hours required for graduation: 32

MACHINE TOOL TECHNOLOGY

- *Advanced CNC (Machine Tool Technology) - Certificate*
- *Machine Tool Technology - Associate*
- *Machine Tool Technology - Certificate*

Advanced CNC (Machine Tool Technology)

Certificate

Program Start Date: Summer term only
Program Length: 1 term, day only

Program Description: This one-semester certificate machine tool technology program provides students with advanced programming skills for CNC (computer numerical control) machining centers. Equipment includes multi-axis machining and turning centers, CAD/CAM work stations, reverse engineering and rapid prototyping of parts.

Practical Experience: Hands-on experience provided in all phases of programming and operations.

Professional Opportunities: Lead CNC Machinist, Lead Programmer

Unique Aspects: Students must be a graduate of an associate degree machine tool program. This curriculum is designed for those who have an understanding of CNC machine center operations and programming as demonstrated by completion of NIMS (National Institute of Metal Working Skills) credentials in CNC Milling and CNC Turning.

EEDA Career Cluster: Manufacturing

Course Requirements (followed by credit hours):

A. General Education Courses:

MTT 255	CNC Programming II	3
MTT 256	CNC Programming III	3
MTT 258	Machine Tool CAM	3
EGT 265	CAD CAM Applications	3

B. Electives and/or Other Additional Courses Required for Graduation:

Minimum semester credit hours required for graduation: 12

Machine Tool Technology

Certificate

Program Start Date: Any term
Minimum Program Length: 3 terms evening

Program Description: Machine tool technology students learn to set up and operate all standard machine tools. They acquire knowledge and skills in mathematics, blueprint reading and precision measuring equipment.

Practical Experience: Students gain experience in reading blueprints and in setting up and operating standard machine tools to produce precision metal parts.

Professional Opportunities: Maintenance machinist, machinist, machine operator and quality control inspector

Unique Aspects: Courses from this program will apply towards an Associate in Applied Science Degree in Machine Tool Technology. The Machine Tool Technology Program adheres to the credentialing requirements of the National Institute for Metalworking Skills, 10565 Fairfax Boulevard, Suite 203, Fairfax, VA 22030, phone (703) 352-4971.

EEDA Career Cluster: Manufacturing

Course Requirements (followed by credit hours):

A. General Education Courses:

MAT 101	Beginning Algebra	3
MAT 168	Geometry and Trigonometry	3

B. Major Courses:

EEM 107	Industrial Computer Techniques	2
EGT 104	Print Reading	3
EGT 108	Advanced Print Reading and Sketching	2
EGT 152	Fundamentals of CAD	3
IMT 102	Industrial Safety	2
MTT 111	Machine Tool Theory and Practice I	5
MTT 112	Machine Tool Theory and Practice II	5
MTT 113	Machine Tool Theory and Practice III	5
MTT 250	Principles of CNC	3

C. Electives and/or Other Additional Courses Required for Graduation:

- The student must complete one elective course which totals at least 2.0 credit.

Minimum semester credit hours required for graduation: 38

Machine Tool Technology

Associate Degree in Applied Science

Program Start Date: Any term
Minimum Program Length: 5 terms day or 6 terms evening

Program Description: Machine tool technology students learn to set up and operate all standard machine tools. They acquire knowledge and skills in mathematics, blueprint reading, drafting, metals and heat treatment, precision measuring equipment, and computer numerical control (CNC).

Practical Experience: Students gain experience in reading blueprints and in setting up and operating standard machine tools and CNC machines to produce precision metal parts.

Professional Opportunities: Maintenance machinist, tool room machinist, CNC operator, tool and die maker, tool and die repairer, CNC set up and programmer

Unique Aspects: The completion of this program will prepare students to pursue national credentials. The Machine Tool Technology Program adheres to the credentialing requirements of the National Institute for Metalworking Skills, 10565 Fairfax Boulevard, Suite 203, Fairfax, VA 22030, phone (703) 352-4971.

EEDA Career Cluster: Manufacturing

Course Requirements (followed by credit hours):

A. General Education Courses:

ECO 101	Basic Economics	3
	OR	
Other Social/Behavioral Science		
ENG 165	Professional Communications	3
HSS 205	Technology and Society	3
	OR	
Other Humanities-Fine Arts		
MAT 101	Beginning Algebra	3
MAT 168	Geometry and Trigonometry	3

B. Major Courses:

EEM 107	Industrial Computer Techniques	2
EGT 104	Print Reading	3
EGT 108	Advanced Print Reading and Sketching	2
EGT 152	Fundamentals of CAD	3
EGT 245	Principles of Parametric CAD	3
IMT 102	Industrial Safety	2
MTT 111	Machine Tool Theory and Practice I	5
MTT 112	Machine Tool Theory and Practice II	5
MTT 113	Machine Tool Theory and Practice III	5
MTT 249	Introduction to CAM	3
MTT 250	Principles of CNC	3
MTT 253	CNC Programming and Operations	3
MTT 254	CNC Programming I	3
MTT 270	Operations & Programming of Coordinate Measuring Machines	3
MTT 275	Introduction to NIMS Credentialing	4
MTT 285	NIMS Level I Capstone	4

C. Electives and/or Other Additional Courses Required for Graduation:

- The student must complete one elective course which totals at least 2.0 credit

Minimum semester credit hours required for graduation: 70

MANAGEMENT

See: ***BUSINESS & MANAGEMENT***

MARKETING

See: ***BUSINESS & MANAGEMENT:*** *Management with Marketing Electives - Associate*

MASSAGE THERAPY

- Therapeutic Massage - Certificate

Therapeutic Massage

Certificate

Program Start Date: Fall term
Minimum Program Length: 3 consecutive terms, evening, weekend (clinical may involve daytime and evening hours)

Program Description: The Therapeutic Massage Program offers an entry-level training program for students interested in becoming a supportive health care provider in the Massage Therapy profession, or for health care providers looking to enhance their range of clinical skills and knowledge. During their training, students gain a comprehensive understanding of the human body and a high degree of technical skill, with an emphasis on personal and professional development, along with increased self-awareness and sensitivity.

Therapeutic massage involves the manipulation of the soft tissue structures of the body to prevent and alleviate pain, discomfort, muscle spasm, and stress, and to promote health and wellness. The health care provider applies manual techniques, and may apply adjunctive therapies, with the intention of positively affecting the health and well-being of the client. Our graduates enjoy the benefits of being of service to others and having work that is meaningful.

Practical Experience: During the clinical portions of the program, students will work in various clinical settings. During the spring semester, students operate an on-campus clinic during regular evening/weekend class hours. In the summer semester, students will be assigned to various clinical facilities in the area. These clinics operate mostly during the regular working hours of the day; therefore, a student who works during the day will have to make special arrangements with their supervisors to complete the required 14 clinic hours per week in addition to evening/weekend classes. Students are responsible for their own transportation to the campus and to various agencies in the community to which they are assigned for clinical experiences.

Professional Opportunities: There are a wide range of career opportunities available in this rapidly expanding field. Licensed massage therapists may choose to work in hospitals, chiropractic offices, pain management offices, spas, health clubs, cruise ships, resorts, health care/healing centers, or private practice.

Unique Aspects: Upon graduation from the program, students are eligible to apply to take the National Certification Board for Therapeutic Massage and Body Work or the Federation of State

Massage Therapy Boards exam. After passing the national certification exam, students may then apply to the South Carolina Department of Labor, Licensing and Regulation Board of Massage/Body Work Therapy for state licensing to practice in South Carolina or will need to meet state licensure requirements if practicing in another state.

EEDA Career Cluster: Health Sciences

Course Requirements (followed by credit hours):

Prerequisites:

One unit of high school biology or chemistry or equivalent

AHS 102	Medical Terminology	3
BIO 110	General Anatomy and Physiology	3

A. General Education: None

B. Major Course:

BIO 238	Musculoskeletal System Anatomy	3
MTH 105	Introduction to Kinesiology	3
MTH 120	Introduction to Massage	4
MTH 121	Principles of Massage I	4
MTH 122	Principles of Massage II	4
MTH 123	Massage Clinical I	3
MTH 124	Massage Business Application	3
MTH 125	Massage Externship	4
MTH 126	Pathology for Massage Therapy	2

C. Elective and/or Additional Courses Required for Graduation:

- No electives required for this program.
- Must be at least 18 years old.

Minimum semester credit hours required for graduation: 36

MECHANICAL/MECHATRONICS

- *Mechanical/Electrical Technology - Certificate*
- *Mechatronics Technology I - Certificate*
- *Mechatronics Technology II - Certificate*
- *Mechatronics General Technology - Associate*

Mechanical/ Electrical Technology

Certificate

Program start date: Fall term
Minimum Program Length: Minimum 3 terms day

Program Description: The Mechanical/Electrical Technology is a new, interdisciplinary field involving control systems, electronic systems, and mechanical systems that integrates product design, troubleshooting, and automated manufacturing processes in the industrial environment.

Practical Experience: Students gain experience and skills needed to perform routine maintenance, diagnosis, repairs, and installation involving electrical, mechanical and control systems in a manufacturing environment

Professional Opportunities: Mechanical Electrical Technician, Maintenance Technician, Entry-level Mechatronics Technician, Manufacturing Associate

Unique Aspects: The Mechanical/ Electrical Certificate is also a partnership with SCC and Advanced Technology Services, Inc. Students are selected and sponsored by ATS, Inc. to participate in the program. Additional orientation and seminars will be provided by ATS, Inc. Graduates can apply credits earned as a career ladder toward a degree to gain additional credentials in more specific, degree programs such as Automated Manufacturing, Industrial Electronics, Industrial Repair, Mechatronics or Production Associate Technology

EEDA Cluster: Manufacturing, Architecture & Construction, Agriculture, Food & Natural Resources, and Transportation, Distribution and Logistics

Course Requirements (followed by credit hours):

General Education Requirements:

MAT	155	– Contemporary Mathematics	3

Major Course Requirements:

AMT	105	Robotics and Automated Control I	3
EEM	117	AC/DC Circuits I	4
EEM	151	Motor Control I	4
EEM	221	DC/AC Drives	3
EEM	201	Electronic Devices I	3
EEM	251	Programmable Controllers	3
EEM	252	Programmable Controllers Applications	3
EEM	275	Technical Troubleshooting	3
IMT	112	Hand Tool Operations	3
IMT	131	Hydraulics & Pneumatics	4
IMT	161	Mechanical Power Applications	4

Electives and Other Courses Required for Graduation: None
Minimum Semester Credit Hours Required for Graduation: 40

Mechatronics Technology I

Certificate

Program State Date: Fall or spring term
Minimum Program Length: 3 terms day or evening

Program Description: Mechatronics Technology is a new, interdisciplinary field involving control systems, electronic systems, computer networks, and mechanical systems that integrates product design and automated manufacturing processes.

Practical Experience: Students gain experience and skills needed to perform routine maintenance, diagnosis, repairs, and installation involving electrical, mechanical and control systems in a manufacturing environment.

Professional Opportunities: Maintenance Technician, Entry-level Mechatronics Technician, Manufacturing Associate

Unique Aspects: Certificate graduates can apply these earned credits toward an Associate in Applied Science Degree-General Technology with a major in Mechatronics Technology.

EEDA Career Cluster: Agriculture, Food & Natural Resources; Architecture & Construction; Manufacturing and Transportation, Distribution and Logistics

Course Requirements (followed by credit hours):

A. General Education Courses:

MAT 155	Contemporary Mathematics	3

B. Major Courses:

AMT 105	Robotics and Automated Control I	3
EEM 117	AC/DC Circuits I	4
EEM 151	Motor Control I	4
EEM 107	Industrial Computer Techniques	2
IMT 102	Industrial Safety	2
IMT 112	Hand Tool Operations	3
IMT 131	Hydraulics & Pneumatics	4
IMT 104	Schematics	2
IMT 161	Mechanical Power Applications	4

C. Electives and/or Other Additional Courses Required for Graduation: None
Minimum semester credit hours required for graduation: 31

Mechatronics Technology II

Certificate

Program State Date: Fall term
Minimum Program Length: 2 terms day or evening

Program Description: This certificate further develops the skills of students who have completed the Mechatronics Technology I certificate, as well as advanced students already working in industry. The course is designed to prepare students for systematic approach to analysis and troubleshooting on advanced automated equipment and machinery, combining electronic, mechanical, robotics and control system technology found in modern manufacturing facilities.

Practical Experience: Students gain experience and skills needed to perform operations, maintenance, systematic troubleshooting, diagnosis, repair, and installation involving electrical, mechanical, robotics, and control systems in a manufacturing environment

Professional Opportunities: Maintenance Technician, Mechatronics Technician, Manufacturing Associate

Unique Aspects: Certificate graduates can apply these earned credits toward an Associate Degree in Applied Science with a major in Mechatronics Technology-General Technology.

EEDA Career Cluster: Agriculture, Food & Natural Resources; Architecture & Construction; Manufacturing and Transportation, Distribution and Logistics

Course Requirements (followed by credit hours):

A. General Education Courses: None

B. Major Courses:

AMT 205	Robotics and Automated Control II	3
AMT 206	Electricity and Automation	2
EEM 162	Introduction to Process Control	3
EEM 201	Electronic Devices I	3
EEM 221	DC/AC Drives	3
EEM 251	Programmable Controllers	3
EEM 252	Programmable Controllers Applications	3
EEM 275	Technical Troubleshooting	3
IMT 170	Statistical Process Control	3

C. Electives and/or Other Additional Courses Required for Graduation:

- None

Minimum Semester Credit Hours Required for Graduation: 26

Mechatronics Technology-General Technology

Associate Degree in Applied Science

Program Start Date: Any term
Minimum Program Length: Varies

Program Description: This degree further develops the skills of students who have completed the Mechatronics Technology I and II certificates, as well as advanced students already working in industry. The course is designed to prepare students for system approach to analysis and troubleshooting on advanced automated equipment and machinery, combining electronic, mechanical, robotics and control system technology found in modern manufacturing facilities.

Practical Experience: Students gain experience and skills needed to perform operations, maintenance, systematic troubleshooting, diagnosis, repair, and installation involving electrical, mechanical, robotics, and control systems in a manufacturing environment

Professional Opportunities: Maintenance Technician, Entry-level Mechatronics Technician, Manufacturing Associate

Unique Aspects: Students must be a graduate of both Mechatronics Technology I and Mechatronics Technology II certificates prior to being accepted into the associate degree program.

EEDA Cluster: Manufacturing, Architecture & Construction, Agriculture, Food & Natural Resources, and Transportation, Distribution and Logistics

Course Requirements (followed by credit hours):

A. General Education Courses:

ENG 165	Professional Communications	3
	OR Other Approved Communications	
MAT 155	Contemporary Mathematics	3
	OR Other Approved Mathematics	
IDS 101	Human Thought and Learning	3
	OR Other Approved Social/Behavioral Science	
SPC 209	Interpersonal Communications	3
	OR Other Approved Humanities/ Fine Arts	
ECO 101	Basic Economics	3
	OR Other Approved General Education Course	

B. Major Courses:

EEM 117	AC/DC Circuits I	4
EEM 151	Motor Control I	4
EEM 162	Introduction to Process Control	3
EEM 201	Electronic Devices I	3
EEM 221	DC/AC Drives	3
EEM 251	Programmable Controllers	3
EEM 252	Programmable Controllers Applications	3
EEM 275	Technical Troubleshooting	3
Secondary Technical Specialty:		
IMT 102	Industrial Safety	2
EEM 107	Industrial Computer Techniques	2
IMT 131	Hydraulics & Pneumatics	4
IMT 161	Mechanical Power Applications	4

C. Electives and/or Other Additional Courses Required for Graduation:

AMT 105	Robotics and Automated Control I	3
AMT 205	Robotics and Automated Control II	3
AMT 206	Electricity and Automation	2
IMT 170	Statistical Process Control	3
IMT 112	Hand Tool Operations	3
Elective		3
Minimum Semester Credit Hours Required for Graduation:		70

MEDICAL

- Medical Assisting - Diploma
- Medical Assisting - General Technology - Associate
- Medical Coding and Reimbursement Specialist - Certificate
- Medical Coding and Reimbursement Specialist - General Technology - Associate
- Medical Laboratory Technology - Associate

See also: ***BUSINESS & MANAGEMENT: ADMINISTRATIVE:*** *Administrative Office Technology - Medical;* ***MANAGEMENT:*** *Management with Medical Electives - Associate*

Medical Assisting

Diploma

Program Start Date: Fall and spring terms
Minimum Program Length: 3 consecutive terms, day and evening

Program Description: Medical assistants are health care professionals who perform basic clinical and laboratory skills as well as administrative office procedures. They assist physicians and nurses in caring for patient in ambulatory medical facilities.

Practical Experience: Students gain interpersonal and technical skills by completing clinical rotations in local physicians' offices.

Professional Opportunities: Certified medical assistants are employed in physicians' offices and selected areas in hospitals and clinics.

Unique Aspects: The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). The CAAHEP contact information is: CAAHEP, 35 East Wacker Drive, Chicago, IL 60601, Phone (312) 553-9355, www.caahep.org.

Graduates are eligible to apply to take the certification exam offered by the American Association of Medical Assistants (AAMA) to become certified medical assistants. Felons are not eligible for taking the certification examination unless the certifying board grants a waiver based on one or more mitigating circumstances.

EEDA Career Cluster: Health Sciences

Course Requirements (followed by credit hours):

Prerequisites: None

- AHS 102 Medical Terminology 3
- AHS 104 Medical Vocabulary/Anatomy 3
- One unit high school biology or chemistry or equivalent
- One unit high school algebra or equivalent

A. General Education Courses:

ENG 165	Professional Communications	3
MAT 160	Math for Business and Finance	3
PSY 201	General Psychology	3

B. Major Courses

AHS 170	Fundamentals of Disease	3
MED 102	Introduction to the Medical Assisting Profession	2
MED 111	Medical Assisting Administration	3
MED 113	Basic Laboratory Techniques	3
MED 114	Medical Assisting Clinical Procedures	4
MED 116	Medical Office Lab Procedures II	4
MED 118	Pharmacology for Medical Assistants	4
MED 120	Medical Assistant Emergency Preparedness	2
MED 124	Medical Computer Practicum	3
MED 158	Clinical Office Experience	8

C. Electives and/or Other Additional Courses Required for Graduation:

- Students must have previous college credit for the course AHS 102 Medical Terminology (3.0 credits) and AHS 104 Medical Vocabulary/Anatomy (3.0 credits) prior to admission into the program.
- The Medical Assisting Program uses weighted admission criteria to admit qualified applicants. Current Medical Assisting Program and advisement information is available on the SCC website (www.sccsc.edu) under the academic programs section. The minimum grade point average for admission into the program is 2.5.

Minimum semester credit hours required for graduation: 51

Medical Assisting-General Technology

Associate Degree in Applied Science

Program Start Date: Any term
Minimum Program Length: Varies according to program choice

Program Description: The General Technology Program is intended for students who find it necessary to design a program to meet specific individual needs. To enroll in the program, the student must meet with the Medical Assisting program director to determine a curriculum plan. All courses must be approved by the Medical Assisting program director.

Practical Experience: Students gain interpersonal and technical skills by completing clinical rotations in local physicians' offices.

Professional Opportunities:
Certified medical assistants are employed in physicians' offices, hospitals and clinics, office management, education and other specialties depending on the selected courses.

EEDA Career Cluster: - Health Sciences

Course Requirements (followed by credit hours):

A. General Education Courses:

MAT 160	Math for Business and Finance	3
ENG 165	Professional Communications	3
PSY 201	General Psychology	3
CPT 101	Introduction to Computers	3

Humanities-Fine Arts (from approved list) 3

B. Major Courses:

***Primary Technical Specialty (36 Credits)**

Must be a graduate of an accredited CAAHEP Medical Assisting Program

Secondary Technical Specialty (12 Credits)

Courses must be approved by the medical assisting program director. An individualized plan will be developed for each student after meeting with the medical assisting program director.

C. Electives and/or Other Additional Courses Required for Graduation:

- Other Hours Required for Graduation: 6 Credits
- Enhancement of Primary or Secondary Technical Specialty
- Courses must be approved by medical assisting program director.

Minimum semester credit hours required for graduation: 69

Medical Coding and Reimbursement Specialist

Certificate

Program Start Date: Summer and Fall
Minimum Program Length: 2 terms Evening

Program Description: Medical Coding and Billing Reimbursement Specialist Program prepares students for entry-level positions doing medical coding or billing. Medical coding is the transformation of the narrative descriptions of diseases, injuries, and health care procedures into numeric or alphanumeric designations (code numbers). The code numbers are detailed in order to accurately describe the diagnoses and the procedures performed to test or correct these diagnoses. Coding health-related data permits access to health records according to diagnoses and procedures for use in clinical care, research, and education. Common uses for medical codes in health care include: performing insurance verification, preauthorization and referral procedures; applying insurance carrier-specific guidelines for processing insurance claims; and selection of the most accurate and specific diagnostic and procedural coding. This program includes concepts – in HIPAA compliance requirements, industry – specific techniques for filing insurance and performing diagnostic and procedural coding procedures.

Practical Experience: Students gain interpersonal and technical skills by completing clinical rotations in local medical offices and other affiliated health care facilities.

Professional Opportunities: The medical industry is experiencing a tremendous demand for individuals with knowledge of medical office operations, which includes diagnostic and procedural coding and insurance forms processing. Job security is high for an individual who understands claims processing and billing regulations, possesses sharp coding skills, and is successful in appealing under-paid or denied insurance claims.

Unique Aspects: Students will complete courses using online, hybrid, and on-ground formats. This program is designed to meet the needs of the working adult.

EEDA Career Cluster: Health Sciences

Course Requirements (followed by credit hours):

A. General Education Courses: None

B. Major Courses:

AHS 102 Medical Terminology 3

AHS 104	Medical Vocabulary/Anatomy	3
AHS 121	Basic Pharmacology	2
HIM 102	Introduction to Coding and Classification Systems	1
HIM 130	Billing and Reimbursement	3
HIM 135	Medical Pathology	3
HIM 150	Coding Practicum I	3
HIM 216	Coding and Classification I	3
HIM 225	Coding and Classification II	3

C. Electives and/or Additional Courses Required: None
Minimum semester credit hours required for graduation: 24

Medical Laboratory Technology

Associate Degree in Applied Science

Program Start Date: Fall term
Minimum Program Length: 5 consecutive terms, day

Program Description: Medical laboratory technology students work as medical investigators analyzing blood, urine, spinal and other body fluids and tissues to help the physician diagnose, treat and monitor disease processes in patients. Students have less patient contact than many other health science students.

Practical Experiences: Students gain interpersonal and technical skills by completing a nine month clinical rotation in affiliated hospitals, physicians' offices and clinics.

Professional Opportunities: Medical laboratory technicians in hospitals, physicians' offices, veterinary clinics, private and research laboratories, laboratory technicians in industrial laboratories, technical representatives and salespersons for medical supply companies

Unique Aspects: Students perform blood collection techniques, examine specimens under a microscope, operate complex digital medical equipment and computers. Graduates are eligible to apply to take a national certification exam to become registered medical laboratory technicians. The Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL, 60018, (773) 714-8880, www.naacls.org.

EEDA Career Cluster: Health Sciences

Course Requirements (followed by credit hours):
Prerequisites:

- AHS 102 Medical Terminology 3
- AHS 104 Medical Vocabulary/Anatomy 3
- one unit of high school chemistry or equivalent
- one unit high school biology or equivalent
- one unit of high school algebra or equivalent

A. General Education Courses:

CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
MAT 155	Contemporary Mathematics	3
PSY 201	General Psychology	3

B. Major Courses:

MLT 101	Introduction to Medical Laboratory Technology	2
MLT 105	Medical Microbiology	4
MLT 108	Urinalysis and Body Fluids	3
MLT 110	Hematology	4
MLT 115	Immunology	3
MLT 120	Immunohematology	4
MLT 130	Clinical Chemistry	4
MLT 205	Advanced Microbiology	4
MLT 210	Advanced Hematology	4
MLT 219	Clinical Instrumentation	3
MLT 241	Medical Lab Transition	3
MLT 251	Clinical Experience I	5
MLT 252	Clinical Experience II	5
MLT 270	Clinical Applications	12

C. Electives and/or Other Additional Courses Required for Graduation:

- The student must complete one elective course which totals 2.0-3.0 credit hours.
- For more information on clinical laboratory careers, visit our website at www.sccsc.edu/academics/programs/hhs/mlt.

Minimum semester credit hours required for graduation: 83

Medical Coding and Reimbursement Specialist - General Technology

Associate Degree in Applied Science

Program Start Date: Any term
Minimum Program Length: 5 terms day or evening

Program Description: The Medical Coding and Billing Reimbursement Specialist Certificate Program prepares students for entry-level positions doing medical coding or billing. Medical coding is the transformation of the narrative descriptions of diseases, injuries, and health care procedures into numeric or alphanumeric designations (code numbers). The code numbers are detailed in order to accurately describe the diagnoses and the procedures performed to test or correct these diagnoses. Coding health-related data permits access to health records according to diagnoses and procedures for use in clinical care, research, and education. Common uses for medical codes in health care include: performing insurance verification, preauthorization and referral procedures; applying insurance carrier-specific guidelines for processing insurance claims; and selection of the most accurate and specific diagnostic and procedural coding. This program includes concepts – in HIPAA compliance requirements, industry – specific techniques for filing insurance and performing diagnostic and procedural coding procedures.

Practical Experience: Students gain interpersonal and technical skills by completing clinical rotations in local medical offices and other affiliated health care facilities.

Professional Opportunities: The medical industry is experiencing a tremendous demand for individuals with knowledge of medical office operations, which includes diagnostic and procedural coding and insurance forms processing. Job security is high for an individual who understands claims processing and billing regulations, possesses sharp coding skills, and is successful in appealing under-paid or denied insurance claims.

Unique Aspects: Students will complete courses using online, hybrid, and on-ground formats. This program is designed to meet the needs of the working adult.

EEDA Career Cluster: Health Sciences

Course Requirements (followed by credit hours):

A. General Education Courses:

CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPC 205	Public Speaking	
	OR	
SPC 209	Interpersonal Communication	3
PSY 201	General Psychology	3

B. Major Courses:

AHS 102	Medical Terminology	3
AHS 104	Medical Vocabulary/Anatomy	3
AHS 121	Basic Pharmacology	2
HIM 102	Introduction to Coding and Classification Systems	1
HIM 130	Billing and Reimbursement	3
HIM 135	Medical Pathology	3
HIM 150	Coding Practicum I	3
HIM 216	Coding and Classification I	3
HIM 225	Coding and Classification II	3

C. Electives and/or Additional Courses Required

Secondary Technical Specialty Courses **21**

(Individualized advising for each student with the Medical Coding and Reimbursement Specialist Program Director to enhance secondary technical specialty courses.)

Minimum semester credit hours required for graduation: 60

NUCLEAR POWER/RADIATION PROTECTION

- *Fundamentals of Radiation Science - Certificate*
- *Radiation Protection Technology - Associate*

Fundamentals of Radiation Science

Certificate

Program Start Date: Any term
Minimum Program Length: 2 terms day, evening
Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description: The Certificate in the Fundamentals of Radiation Science provides fundamental physical science and mathematical knowledge as well as the development of critical thinking skills for the student who desires a career as a radiation protection technician in a nuclear power facility. The two-semester curriculum includes general education college transfer courses as well as an introductory radiation protection course taught by a qualified nuclear industry instructor.

Practical Experiences: Students are provided hands-on physical science and chemistry laboratory scenarios in which they develop and hone laboratory skills. Additionally, students are given the opportunity to use up-to-date microcomputer hardware and software similar to that used in business and industry. All courses will provide critical thinking skills that will allow for effective communication, team building and problem-solving skills stressed in the work place.

Professional Opportunities: Accelerated promotion opportunities within nuclear power facilities.

Unique Issues: This program prepares students for the Associate Degree in Applied Science with a major in Radiation Protection Technology (AAS RPT). Credits earned in this program may be applied to the AAS RPT Program as well as to course requirements for an AA or AS Degree.

EEDA Career Cluster: Science, Technology, Engineering & Mathematics

Course Requirements (followed by credit hours):

A. General Education Courses:

CHM 105	General, Organic and Biochemistry	4
	OR	
CHM 110	College Chemistry I	
	AND	
CHM 111	College Chemistry II	
CPT 101	Introduction to Computers	3
CPT 174	Microcomputer Spreadsheets	3
ENG 101	English Composition I	3
ENG 260	Advanced Technical Communications	3
MAT 110	College Algebra	3
MAT 168	Geometry and Trigonometry	3

PHS 101	Physical Science I	4
	OR	
PHY 201	Physics I	
	OR	
PHY 221	University Physics I	
PHS 102	Physical Science II	4
	OR	
PHY 202	Physics II	
	OR	
PHY 222	University Physics II	
PSY 201	General Psychology	3
SPC 209	Interpersonal Communications	3

B. Major Courses:

RPT 101	Introduction to Radiation Protection	1

C. Electives and/or Other Additional Courses Required for Graduation:

- None

Minimum semester credit hours required for graduation: 37

Radiation Protection Technology

Associate Degree in Applied Science

Program Start Date: Summer term
Minimum Program Length: 5 terms day or evening
Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description: The Associate Degree in Applied Science with a major in Radiation Protection Technology provides the fundamental knowledge and skills to the student who desires a career as a radiation protection technician in a nuclear power facility. Entrance into the program requires a successful completion of the Fundamentals of Radiation Science certificate with a C or better in every course. The two-year curriculum includes general education college transfer courses, nuclear power plant operation courses taught by Institute of Nuclear Power Operation (INPO) certified Duke Energy instructors, and two paid, hands-on internships in local nuclear power facilities that will prepare the graduate for immediate employment as a junior radiation protection technician.

Practical Experience: General education courses will provide students hands-on physical science and chemistry laboratory scenarios in which they develop and hone laboratory skills. Additionally, students are given the opportunity to use up-to-date microcomputer hardware and software similar to that used in business and industry. Major courses in radiation protection will provide students with on-the-job training (OJT) followed by task performance evaluation (TPE) that will allow for successful on-site performance. Qualifying students will participate in two hands-on internships in a nearby nuclear power facility. The duration of each internship will be a minimum of 40 days with a minimum number of 240 hours of on-site activity and training. Collectively, these courses will promote critical thinking skills that will allow for effective communication, team building and problem-solving skills stressed in the work place.

Professional Opportunities: Graduates of the Associate Degree in Applied Science with a major Radiation Protection Technology Program will be prepared for immediate employment as junior radiation protection technicians in any U.S. nuclear power facility.

Unique Aspects: Currently, this program is the only one in the state of South Carolina and exists due to a partnership formed between the College and Duke Energy. This relationship allows for instruction on radiation protection by veteran Institute of Nuclear Power Operation (INPO) certified Duke Energy instructors and on site internships in local nuclear power facilities. This partnership allows for the college to provide not only the general education courses required for understanding radiation protection, but INPO certified instruction in radiation protection as well.

EEDA Career Cluster:
Science, Technology, Engineering and Mathematics

Course Requirements (followed by credit hours):

A. General Education Courses:

CHM 105	General, Organic and Biochemistry	4
	OR	
CHM 110	College Chemistry I	
	AND	
CHM 111	College Chemistry II	
CPT 101	Introduction to Computers	3
CPT 174	Microcomputer Spreadsheets	3
ENG 101	English Composition I	3
ENG 260	Advanced Technical Communications	3
MAT 110	College Algebra	3
MAT 168	Geometry and Trigonometry	3
PHS 101	Physical Science I	4
	OR	
PHY 201	Physics I	
	OR	
PHY 221	University Physics I	
PSY 201	General Psychology	3
PHS 102	Physical Science II	4
	OR	
PHY 202	Physics II	
	OR	
PHY 222	University Physics II	
RPT 101	Introduction to Radiation Protection***	1
SPC 209	Interpersonal Communications	3

*Grade of "C" or better is required in all general education courses.
***This RPT 101 course is required during the freshman year and is part of the Fundamentals of Radiation Science Certificate Program.

B. Major Courses:

RPT 101	Introduction to Radiation Protection	1
RPT 201	Power Plant Fundamentals	4
RPT 202	Fundamental Plant Systems	1

RPT 203	General Employee Training	3
RPT 204	Human Resources and Error Reduction	1
RPT 205	Radiation Detection and Standards	2
RPT 206	Radiation Monitoring and Exposure Control	4
RPT 207	Contamination Control & Incident Prevention	3
RPT 208	Radiation Protection Internship I	1
RPT 210	SCWE in Radiation Protection Internship I	4
RPT 211	Research in Radiation Protection	1
RPT 212	On Job Training and Task Performance Evaluation Preparation	1
RPT 213	OJT/TPE on Standardized Tasks	6
RPT 216	Radiation Protection Internship II	1
RPT 218	SCWE in Radiation Protection Internship II	4

**Grade of "B" or better is required in all major courses.

C. Electives and/or Other Additional Courses Required: None

Minimum semester hours required for graduation: 73

NURSING

- Basic Certified Nursing Assistant (CNA-Basic) - Certificate
- Advanced Certified Nursing Assistant (CNA-Advanced) - Certificate
- Nursing (ADN) - Associate Degree in Applied Science

See also: ***HEALTH SCIENCES:*** *Patient Care Technician*

Basic Certified Nursing Assistant (CNA-Basic)

Certificate

Program Start Date: Fall, Spring and Summer terms
Minimum Program Length: One (1) term

Program Description: This certificate is a credit program taken in the Academic Affairs area. The Basic Certified Nursing Assistant (CNA-Basic) student will develop skills and knowledge in areas such as personal care skills, nutrition, physiology, infection control, communication and client rights. The program consists of classroom, practical, and supervised rotations in a clinical setting.

Practical Experience: Students gain technical skills during lab simulations and rotations in affiliated clinical sites.

Professional Opportunities: The profession is a good pathway into a nursing career or other health care professions. As unlicensed assistive personnel (UAP), students learn to assist individuals with health care needs, activities of daily living (ADL) and provide bedside care under the supervision of a Registered Nurse (RN) or Licensed Nurse (LPN).

Unique Aspects: Students taking this credit program may be eligible for Lottery Tuition Assistance (LTA), scholarships or other financial aid. Check with the SCC Financial Aid Office to determine eligibility for financial aid while taking this program. If you are interested in ONLY receiving CEUs, check with ***Corporate and Community Education (CCE)*** to inquire about the availability of the CNA-Basic course which is not eligible for financial aid. Upon completion of the program, students will take the Nursing Assistant Certification Exam. After successfully passing the CNA Exam, the student will submit a transcript and/or CNA exam scores to the SC Board of Nursing Labor, Licensing and Regulation to be listed on the registry. To maintain certification, a CNA must fulfill at least 12 hours of continuing education (CEUs) each year.

EEDA Career Cluster: Health Sciences

Course Requirements (followed by credit hours):

Prerequisites: None

A. General Education: None

B. Major Courses:

AHS 101	Introduction to Health Professions	2
AHS 106	Cardiopulmonary Resuscitation	1
AHS 163	Long-Term Care	5

C. Electives and/or Other Additional Courses Required for Graduation:

- No electives required for this program.
- Graduates of the program must be at least 18 years old.
- Minimum semester credit hours required for graduation: 8

Advanced Certified Nursing Assistant (CNA-Advanced)

Certificate

Program Start Date: Fall, Spring and Summer terms
Minimum Program Length: One (1) term

Program Description: This certificate is a credit program taken in the Academic Affairs area. The Advanced Certified Nursing Assistant (CNA-Advanced) student will develop skills and knowledge in areas such as personal care skills, nutrition, physiology, infection control, communication and client rights. The program consists of classroom, practical, and supervised rotations in a clinical setting.

Practical Experience: Students gain technical skills during lab simulations and rotations in affiliated clinical sites such as hospice and home health.

Professional Opportunities: Advanced Certified Nursing Assistants may be employed in long-term care facilities, assisted living facilities, adult day care centers, home health agencies, hospice agencies, and other medical, community, and residential settings. CNAs work closely with clients to care for their basic physical and emotional needs.

Unique Aspects: Students taking this credit program may be eligible for Lottery Tuition Assistance (LTA), scholarships or other financial aid. Check with the SCC Financial Aid Office to determine eligibility for financial aid while taking this program. If you are interested in ONLY receiving CEUs, check with ***Corporate and Community Education (CCE)*** to inquire about the availability of the CNA-Advanced courses which are not eligible for financial aid. Upon completion of the program, students will take the CNA Exam. After successfully passing the CNA Exam, the student will submit a transcript and/or CNA exam scores to the SC Board of Nursing Labor, Licensing and Regulation to be listed on the registry. To maintain certification, a CNA must fulfill at least 12 hours of continuing education (CEUs) each year.

EEDA Career Cluster: Health Sciences

Course Requirements (followed by credit hours):

Prerequisites:
* In order to enroll in AHS 152 the student must have completed the Basic CNA Certificate OR show current CNA Certification which must be maintained throughout the program.

A. General Education: None

B. Major Courses:

AHS 102	Medical Terminology	3
*AHS 152	Health Care Procedures II	6

C. Electives and/or Other Additional Courses Required for Graduation:

- No electives required for this program.
- Graduates of the program must be at least 18 years old.
- Minimum semester credit hours required for graduation: 9

Nursing

Associate Degree in Applied Science

Program Start Date: Fall or spring terms
Minimum Program Length: 5 terms, day or late afternoon

Program Description: The Associate Degree in Applied Sciences-Nursing (ADN) curriculum prepares individuals to assume responsibilities as direct health care providers in a variety of health care settings. The program is designed to help students integrate nursing principles and theories with the sciences to utilize the nursing process in the practice of holistic nursing. The focus of nursing is on health promotion, maintenance, curative, restorative, supportive and terminal care to individuals and groups of all ages while taking into consideration the factors that influence them in the total environment.

Practical Experience: Students gain interpersonal, comprehensive critical thinking and technical skills through clinical rotations in affiliated hospitals, clinics, physicians' offices, health care facilities, and lab simulations.

Professional Opportunities: Registered nurses practice in hospitals, clinics, physicians' offices, nursing homes and community agencies.

Unique Aspects: Students must have a minimum GPA of 2.5 in all required nursing curriculum general education courses (must have a "C" or higher) prior to seeking admission to the program. Weighted admission criteria is used in the selection of students for entry into the ADN program. Graduates of the ADN program may apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

EEDA Career Cluster: Health Science

Course Requirements (followed by credit hours):

Course Recommendation: It is highly recommended that the following courses be completed prior to seeking admission into the Associate Degree in Nursing Program (ADN): BIO 210, BIO 211 and BIO 225. A Compass college algebra score of 46 or above and a transferable math (MAT 110 or MAT 120) are required as part of the ADN curriculum. Students are encouraged to take MAT 110 or MAT 120 prior to entering the ADN program to enhance their achievement scores in NUR 106. The ADN Program uses hybrid Blackboard enhanced courses within its curriculum. Biology courses may only be repeated twice, effective August 2009.

A. General Education Courses:

BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
BIO 225	Microbiology	4
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
MAT 110	College Algebra	3
	OR	
MAT 120	Probability and Statistics	
PSY 201	General Psychology	3

B. Major Courses:

NUR 106	Pharmacologic Basics in Nursing Practice	2
NUR 120	Basic Nursing Concepts	7
NUR 138	Basic Health Assessment in Nursing	2
NUR 148	Obstetric, Neonatal and Women's Health Nursing	5
NUR 165	Nursing Concepts and Clinical Practice I	6
NUR 212	Nursing Care of Children	4
NUR 214	Mental Health Nursing	4
NUR 224	Advanced Alterations in Health II	1
NUR 265	Nursing Concepts and Clinical Practice II	6
NUR 270	Principles of Management and Leadership	1
NUR 271	Management and Leadership Practicum	2

C. Electives and/or Other Additional Courses Required for Graduation:

The Associate Degree in Applied Science-Nursing (ADN) is designed with fall and spring admissions to allow flexibility for both traditional and non-traditional students to complete the curriculum and enter the workforce to reduce the nursing shortage existing within the SCC service area.

Students will be required to demonstrate continuous competency by taking and passing competency exams associated with certain courses within the curriculum prior to being allowed to progress to the next curriculum courses or to graduate from the program. Students who are unsuccessful at passing competency exams after a pre-determined number of attempts will not be allowed to continue in or graduate from the program regardless of previous course grades.

Minimum semester credit hours required for graduation: 67

PARALEGAL/LEGAL

*Please see **BUSINESS: ADMINISTRATIVE***
- Administrative Office Technology with Legal Electives - Associate
- Pre-Paralegal (Phase I) - Certificate

PARAMEDIC

- Paramedic - Certificate
- Paramedic - General Technology - Associate

Paramedic

Certificate

Program Start Date: Summer term
Minimum Program Length: Three (3) terms, day or evening

Program Description: Students in the Paramedic Certificate program will receive training in anatomy and physiology as well as advanced medical skills through extensive related coursework, clinical and field experience.

Practical Experience: Formal courses are combined with time in a hospital emergency department and with EMS.

Professional Opportunities: Paramedics can become supervisors, operations managers, administrative directors, or executive directors of emergency services. Many become instructors, dispatchers, or physician assistants; others move into sales or marketing of emergency medical equipment. Some individuals become EMTs and paramedics first and then advance in their training as registered nurses, physicians, or other health care workers.

Unique Aspects: After completing the Paramedic Certificate the student may apply for the Associate in Applied Science General Technology – Paramedic. Graduates must pass a written and practical examination administered by the State Licensing agency or the NREMT-P after completing the program.

EEDA Career Cluster: Health Sciences

Course Requirements (followed by credit hours):

Prerequisites:

BIO 112	Basic Anatomy and Physiology	4
CPT 101	Introduction to Computers	3

ASSET or COMPASS
Complete keyboarding proficiency exam or take AOT 100
Documentation of current NREMT-B AND NREMT-I certification

A. General Education: None

B. Major Courses:

EMS 119	Emergency Medical Services Operations	2
EMS 120	Pharmacology	3
EMS 210	**Advanced Emergency Medical Care I	5
EMS 213	*Advanced Emergency Medical Care II	4
EMS 217	Introduction to Electrocardiography	2

EMS 218	EMS Management Seminar	2
EMS 220	Paramedic Internship I	3
EMS 221	Paramedic Internship II	3
EMS 222	Paramedic Internship III	3
EMS 223	Paramedic Clinical I	2
EMS 224	Paramedic Clinical II	2

*ACLS and AMLS certification training and exams will be taken and must be successfully passed while taking this course.
**PALS and PHTLS certification training and exams will be taken and must be successfully passed while taking this course.

C. Electives and/or Other Additional Courses Required for Graduation:

- Graduates of the program must be at least 18 years old.

Minimum semester credit hours required for graduation: 38

Paramedic - General Technology

Associate Degree in Applied Science - General Technology

Program Start Date: Any term (Must first complete the Paramedic Certificate)
Minimum Program Length: Five (5) terms, day or evening

Program Description: The Associate Degree in Applied Science- General Technology - Paramedic students will receive training in anatomy and physiology as well as advanced medical skills through extensive related coursework, clinical and field experience.

Practical Experience: Students complete didactic courses as well as clinical rotations in the emergency department, operating room, obstetrics, and pediatrics. Students will also complete ride-alongs in the ambulance with EMS.

Professional Opportunities: Paramedics can become supervisors, operations managers, administrative directors, or executive directors of emergency services. Many become instructors, dispatchers, or physician assistants; others move into sales or marketing of emergency medical equipment. Some individuals become EMTs and paramedics first and then advance in their training as registered nurses, physicians, or other health care workers.

Unique Aspects: Students must complete the Paramedic Certificate program prior to applying for the Associate Degree in Applied Science - General Technology - Paramedic. Graduate must pass a written and practical examination administered by the State Licensing agency or the NREMT-P after completing the program.

EEDA Career Cluster: Health Sciences

Course Requirements (followed by credit hours):

Prerequisites:

BIO 112	Basic Anatomy and Physiology	4
CPT 101	Introduction to Computers	3

ASSET or COMPASS
Complete keyboarding proficiency exemption exam or take AOT 100
Documentation of current NREMT-B AND NREMT-I certification

A. General Education

ENG 165	Professional Communications	3
PSY 103	Human Relations	3
SPC 209	Interpersonal Communication	3

B. Major Courses:

EMS 119	Emergency Medical Services Operations	2
EMS 120	Pharmacology	3
EMS 210	**Advanced Emergency Medical Care I	5
EMS 213	*Advanced Emergency Medical Care II	4
EMS 217	Introduction to Electrocardiography	2
EMS 218	EMS Management Seminar	2
EMS 220	Paramedic Internship I	3
EMS 221	Paramedic Internship II	3
EMS 222	Paramedic Internship III	3
EMS 223	Paramedic Clinical I	2
EMS 224	Paramedic Clinical II	2

*ACLS and AMLS certification training and exams will be taken while completing this course.
**PALS and PHTLS certification training and exams will be taken while completing this course.

C. Electives and/or Other Additional Courses Required for Graduation:

- Secondary Technical Specialty course credit hours required: 15
  (Individualized advising for each student with the Paramedic Program Director to enhance secondary technical specialty courses.)
- Graduates of the program must be at least 18 years old.

Minimum semester credit hours required for graduation: 62

PHARMACY

- I.V. Admixture and Sterile Products Preparation - Certificate
- Pharmacy Technician - Certificate

I.V. Admixture and Sterile Products Preparation

Certificate

Program Start Date: Fall term
Minimum Program Length: 1 term, evening

Program Description: The I.V. Admixture and Sterile Products Preparation Certificate Program trains SC State Certified Pharmacy Technicians on the topic of advanced sterile product preparation and aseptic techniques, including USP <797>, garb and equipment, aseptic calculations, Total Parenteral Nutrition, Pediatric Admixtures, Chemotherapy, Quality Control and Assurance, and Horizontal and Vertical Laminar Airflow Hood Care.

Practical Experience: Students work in a pharmacy lab developing proficiency in pharmacy processes and procedures such as aseptic technique, specialized dosage calculations, and various special preparation admixtures.

Professional Opportunities: Pharmacy technicians with specialized skills can obtain employment in retail, hospital, nursing homes, physicians' offices, home health pharmacies, home-infusion pharmacies, compounding pharmacies, and nuclear medicine pharmacies.

Unique Aspects: This is the first certificate of its kind in the state of South Carolina. It offers specialized training in sterile product preparation.

EEDA Career Cluster: Health Sciences

Course Requirements (followed by credit hours):

Prerequisites: None

A. General Education: None

B. Major Courses:

AHS 102	Medical Terminology	3
AHS 104	Anatomy/Medical Vocabulary	3
MAT 101	Beginning Algebra	3
PHM 202	Pharmacological Anatomy and Physiology	4
PHM 250	Special Topics in Pharmacy	3

C. Electives and/or Other Additional Courses Required for Graduation:

- Applicant must be a current SC State Certified Pharmacy Technician or a current student in the Pharmacy Technician Program with approval from the Program Director.
- No electives required for this program.
- Graduates of the program must be at least 18 years old.

Minimum semester credit hours required for graduation: 16

Pharmacy Technician

Certificate

Program Start Date: Fall, spring and summer terms
Minimum Program Length: 2 consecutive terms, day; clinical may involve evening or weekend hours.

Program Description: The Pharmacy Technician Program prepares graduates to perform essential functions in various areas of pharmacy practice including retail, hospital, long-term care, home-health care, physician office pharmacies and specialized areas of pharmacy. The program provides employers with a competent technician to assist the pharmacist within their scope of practice and to perform necessary unsupervised daily tasks including basic to extensive medication preparation, dosage calculations, compounding, IV admixture, patient information maintenance, inventory and quality control.

Practical Experience: Students in a pharmacy lab and in local pharmacies build proficiency in pharmacy processes and procedures such as procuring, manipulating, and preparing drugs for dispensing.

Professional Opportunities: Pharmacy technicians can obtain employment in retail, hospital, nursing homes, physicians' offices, home health pharmacies, as well as sales and technical support positions for drug manufacturers and software companies

Unique Aspects: The Pharmacy Technician Program is nationally accredited by the American Society of Health-System Pharmacists. Graduates are eligible to apply for state certification after completing 1,000 work hours as a South Carolina registered pharmacy technician and passing the Pharmacy Technician Certification Exam given by the Pharmacy Technician Certification Board.

Registration and Certification

Pharmacy Technician students are required to be registered with the S.C. Department of Labor, Licensing and Regulation Board of Pharmacy prior to beginning clinical rotations. This involves completing a registration application and paying a $80 fee. The application includes the following two questions:

1) During the past five years, have you been treated for any condition, be it physical, mental, or emotional that could impair your ability to serve as a pharmacy technician?

2) During the past five years, have you been convicted of any criminal or civil charges (other than minor traffic ticket); is any legal action pending against you or are you currently on probation for any charges or legal action?

If the answer is yes to either of these questions, applicants are required to attach a full written explanation and the State Board of Pharmacy will review each situation separately to determine if applicants will be allowed in a clinical site.
The application for taking the national certification examination from the Pharmacy Technician Certification Board also states that the eligibility requirements to sit for the exam include the statement you must "have never been convicted of a felony".
Therefore students who have been convicted of a felony will not be eligible to take the national certification examination. Students who have been convicted of any criminal or civil charges (other than a minor traffic ticket), have any legal action pending against them, are currently on probation for any charges or legal action, or have been treated for any condition, be it physical, mental, or emotional that could impair their ability to serve as a pharmacy technician during the past five years may not be able to attend clinical rotations and could not complete the program.

EEDA Career Cluster: Health Sciences

Course Requirements (followed by credit hours):

Prerequisites:

One unit of high school biology or chemistry or equivalent

AHS 104	Medical Vocabulary/Anatomy	3
MAT 101	Beginning Algebra	3

A. General Education: None

B. Major Courses:

PHM 101	Introduction to Pharmacy	3
PHM 110	Pharmacy Practice	4
PHM 112	Pharmacy Math	2
PHM 113	Pharmacy Technician Math	3
PHM 114	Therapeutic Agents I	3
PHM 124	Therapeutic Agents II	3
PHM 164	Pharmacy Technician Practicum II	4
PHM 173	Pharmacy Technician Practicum III	3

C. Electives and/or Other Additional Courses Required for Graduation

- No electives required for this program.
- Graduates of the program must be at least 18 years old.

Minimum semester credit hours required for graduation: 31

PHLEBOTOMY

- Phlebotomy - Certificate

Phlebotomy

Certificate

Program Start Date: Fall and Spring terms
Minimum Program Length: 1 term
Note: Students required to take Transitional Studies courses or who elect to attend part-time will take longer to complete the designated program.

Program Description:
Phlebotomists are responsible for collecting blood for laboratory testing. Phlebotomists assist in collection, transportation, and basic specimen handling procedures for many types of specimens, such as venous blood, urine, sputum and other body tissues.

Phlebotomy skills are needed by a wide variety of health care professionals, including nurses, physicians, medical assistants, medical laboratory technicians, patient care technicians, and radiologic technologists.

Practical Experience:
Students gain technical skills during lab simulations and rotations in affiliated clinical sites.

EEDA Career Cluster:
Health Sciences

Course Requirements (followed by credit hours):

A. General Education Courses: None

B. Major Courses:

AHS 101	Introduction to Health Professions	2
AHS 102	Medical Terminology	3
AHS 106	Cardiopulmonary Resuscitation	1
AHS 144	Phlebotomy Practicum	5
AHS 146	Phlebotomy Experience	7

C. Electives and/or Other Additional Courses Required for Graduation:

- No electives required for this program.
- Graduates of the program must be at least 18 years old.

Minimum semester credit hours required for graduation: 18

RADIOLOGIC TECHNOLOGY/X-RAY

- Radiologic Technology - Associate

Radiologic Technology

Associate Degree in Applied Science

Program Start Date: Fall term
Minimum Program Length: 6 consecutive terms, day

Program Description: Radiologic technology students assist the radiologist by performing radiographic examinations of the body to rule out or confirm diseases, fractures and other injuries.

Practical Experience: Students gain proficiency through lab simulations and clinical experiences in affiliated hospitals.

Professional Opportunities: Registered radiographers work in hospitals, clinics and specialized physicians' offices; with additional training and/or experience, radiographers may specialize in other modalities such as bone densitometry, mammography, nuclear medicine, radiation therapy, ultrasound, computed tomography, magnetic resonance imaging and interventional radiology.

Unique Aspects: Graduates are eligible to apply to take the certification examination administered by the American Registry of Radiologic Technologists (ARRT) to become registered technologists in radiography. The Radiologic Technology Program is accredited by the

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312)704-5300
e-mail: mail@jrcert.org

EEDA Career Cluster: Health Sciences

Course Requirements for Radiologic Technology

Prerequisites

AHS 102	Medical Terminology	3
MAT 101	Beginning Algebra	3
High school algebra or equivalent		
High school biology or chemistry or equivalent		

A. General Education Courses:

CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
MAT 102	Intermediate Algebra	3
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
	OR	
SPC 209	Interpersonal Communication	

B. Major Courses:

RAD 102	Patient Care Procedures	2
RAD 105	Radiographic Anatomy	4
RAD 110	Radiographic Imaging I	3

RAD 115	Radiographic Imaging II	3
RAD 121	Radiographic Physics	4
RAD 130	Radiographic Procedures I	3
RAD 136	Radiographic Procedures II	3
RAD 153	Applied Radiography I	3
RAD 176	Applied Radiography III	6
RAD 201	Radiation Biology	2
RAD 205	Radiographic Pathology	2
RAD 225	Selected Radiographic Topics	2
RAD 230	Radiographic Procedures III	3
RAD 256	Advanced Radiography I	6
RAD 268	Advanced Radiography II	8
RAD 278	Advanced Radiography III	8
RAD 282	Imaging Practicum	2
RAD 283	Imaging Practicum	3

C. Electives and/or Other Additional Courses Required for Graduation:

- The student must complete one elective course which totals 2.0-3.0 credit hours.
- The Radiologic Technology Program uses weighted admission criteria to admit qualified applicants. Current radiologic technology program information is available on the SCC website (www.sccsc.edu) under the academic programs section. The minimum grade point average for admission into the program is 2.5.
- CPT 101 must be completed within five (5) years of program entrance.

Minimum semester credit hours required for graduation: 90

RESPIRATORY THERAPY

- Respiratory Care - Associate

Respiratory Care

Associate Degree in Applied Science

Program Start Date: Fall term
Minimum Program Length: 6 consecutive terms, day

Program Description: The respiratory therapist is one of the most critical members of any health care team. Respiratory therapists work closely with doctors to diagnose, treat, manage and educate patients with asthma, emphysema and a wide range of other respiratory problems. Respiratory care students assess a patient's need for respiratory care, administer the therapy, evaluate the patient's response and modify the care to provide the maximum benefit to the patient.

Practical Experience: Students develop skills through lab simulations and clinical rotations at affiliated hospitals and other designated health care agencies.

Professional Opportunities: Certified and registered respiratory therapists work in hospitals providing therapy, intensive care units managing ventilators, in emergency rooms delivering life-saving treatments, in newborn and pediatric units helping children with conditions ranging from premature birth to cycstic fibrosis, in patients' homes providing regular check-ups, in sleep laboratories helping diagnose disorders such as sleep apnea, in skilled nursing facilities and pulmonary rehabilitation programs helping older people get more out of life and in physicians' offices conducting pulmonary function tests and providing patient education.

Unique Aspects: Graduates are eligible to apply to take the national certification and the registry examinations to become certified and registered respiratory therapists. Graduates must first successfully complete the entry-level certification exam before they can take the registry exams.

EEDA Career Cluster: Health Sciences

Course Requirements (followed by credit hours):

Prerequisites:
One unit high school biology or chemistry or equivalent
One unit high school algebra or equivalent

AHS 104	Medical Vocabulary/Anatomy	3

BIO 112 OR BIO 210 AND BIO 211 OR BIO 215 AND BIO 216 may substitute for AHS 104

A. General Education Courses:

CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
MAT 101	Beginning Algebra	3
PSY 201	General Psychology	3

B. Major Courses:

AHS 111	Health Related Sciences	4
AHS 124	Anatomy and Physiology for Respiratory Care	4
RES 111	Pathophysiology	2
RES 121	Respiratory Skills I	4

RES 123	Cardiopulmonary Physiology	3
RES 131	Respiratory Skills II	4
RES 141	Respiratory Skills III	3
RES 151	Clinical Applications I	5
RES 152	Clinical Applications II	3
RES 204	Neonatal/Pediatric Care	3
RES 232	Respiratory Therapeutics	2
RES 241	Respiratory Care Transition	1
RES 242	Advanced Respiratory Care Transition	1
RES 244	Advanced Respiratory Skills I	4
RES 245	Advanced Respiratory Skills II	2
RES 246	Respiratory Pharmacology	2
RES 247	Advanced Respiratory Pharmacology	2
RES 255	Clinical Practice	5
RES 275	Advanced Clinical Practice	5
RES 277	Advanced Clinical Practice II	5

C. Electives and/or Other Additional Courses Required for Graduation:

- The student must complete one elective course which totals a minimum of 2.0 credit hours. AHS 102 or SPC 205 are highly recommended.
- The Respiratory Care Program uses weighted admission criteria to admit qualified applicants. Current respiratory program and advisement information are available on the SCC website (www.sccsc.edu) under the academic programs section. The minimum grade point average for admission into the program is 2.5.

Minimum semester credit hours required for graduation: 84

ROBOTICS

See: ***AUTOMATED TECHNOLOGY/ROBOTICS***

SPANISH

See: ***LANGUAGE***

SURGICAL TECHNOLOGY

- Surgical Technology - Diploma
- Surgical Technology - General Technology - Associate

Surgical Technology

Diploma

Program Start Date: Fall term
Minimum Program Length: 3 consecutive terms, day

Program Description: Surgical technology students learn to facilitate the surgical process by selecting sterile supplies, anticipating the needs of the surgeon, and assisting with the operation as directed by the surgeon. They also maintain aseptic technique and sterile conditions prior to and during surgery to minimize the risk of infection to the patient.

Practical Experience: Students work in lab simulations during the first and second terms and gain clinical experience in affiliated hospitals, ambulatory surgical centers, and physicians' offices during the second and third terms.

Professional Opportunities: Certified surgical technologist in operating rooms, labor and delivery suites, sterile processing departments, physicians' offices, veterinary hospitals, medical sales, organ and tissue procurement teams.

Unique Aspects: Graduates will fulfill the eligibility requirement to take the National Surgical Technology Certifying Exam through the National Board of Surgical Technology and Surgical Assisting to become a certified surgical technologist. Students must be a graduate of a CAAHEP accredited program to take the exam. The Surgical Technology Program uses weighted admission criteria to admit qualified applicants. The current Surgical Technology Program and advisement information is available on the SCC website (www.sccsc.edu) under the academic program section. The minimum grade point average for admission into the program is 2.5.

EEDA Career Cluster:
Health Sciences

Course Requirements (followed by credit hours):

Prerequisites:

One unit high school biology or chemistry or equivalent
One unit of high school algebra or equivalent

AHS 102	Medical Terminology	3
AHS 104	Medical Vocabulary/Anatomy	3

A. General Education Courses:

ENG 165	Professional Communications	3
MAT 155	Contemporary Mathematics	3
PSY 103	Human Relations	3

B. Major Courses:

SUR 101	Introduction to Surgical Technology	5
SUR 102	Applied Surgical Technology	5
SUR 106	Advanced Surgical Procedures	2
SUR 107	Surgical Specialty Procedures	3
SUR 108	Surgical Anatomy I	3
SUR 109	Surgical Anatomy II	3
SUR 112	Surgical Practicum I	4
SUR 114	Surgical Specialty Practicum	7
SUR 116	Basic Surgical Procedures	3
SUR 120	Surgical Seminar	2

C. Electives and/or Other Additional Courses Required for Graduation: None

The Surgical Technology Program uses weighted admission criteria to admit qualified applicants. Current surgical technology program information is available on the SCC website (www.sccsc.edu) under the academic programs section. In order to apply to the program students must have a 2.5 grade point average.

Minimum semester credit hours required for graduation: 52

Surgical Technology-General Technology

Associate Degree in Applied Science

Program Start Date: Any term
Minimum Program Length: Varies according to program choice

Program Description: The General Technology Program is intended for students who find it necessary to design a program to meet specific individual needs. It is to be used sparingly and should not be used in lieu of an approved major. To enroll in the program, the student must meet with the Surgical Technology program director to determine a curriculum plan. Acceptance into the program must be approved by the Surgical Technology program director.

Practical Experience: Students may gain additional clinical experience in affiliated hospitals, ambulatory surgical centers, and/or physicians' offices based on the specific curriculum that is designed.

Professional Opportunities: Certified surgical technologist employed as a central service manager, educator, medical sales representative or other specialty depending on the selected courses

Unique Aspects: Students must be a graduate of a CAAHEP-accredited Surgical Technology Program and be currently certified by the National Board of Surgical Technology and Surgical Assisting.

EEDA Career Cluster: Health Sciences

Course Requirements (followed by credit hours):

A. General Education Courses:

Basic Computer Course (college credit course)	3
Humanities-Fine Arts	3
ENG 165 or equivalent	3
MAT 155 or equivalent	3
PSY 103 or equivalent	3

B. Major Courses:

Primary Technical Speciality	37
Secondary Technical Speciality	12

C. Electives and/or Other Additional Courses Required for Graduation:

Elective: 3

Enhancement of primary or secondary technical speciality: 2

*Note: The primary technical speciality is the surgical technology diploma. The secondary technical speciality is individualized for each student through their academic advisor. Many of the general education course requirements may have been completed with the surgical technology diploma.

Minimum Semester credit hours required for graduation: 75

TRANSFER TO UNIVERSITY

See: ***ASSOCIATE DEGREES AND TRANSFER TO UNIVERSITY***

WEB DESIGN

See: ***COMPUTER TECHNOLOGY:*** *Digital Design*

WELDING

- *Welding - Certificate*
- *Welding - Diploma*
- *Welding - General Technology - Associate*

Welding

Certificate

Program Start Date: Any term
Minimum Program Length: 3 terms evening

Program Description: Welding students acquire skills in safety and gas, electric arc, MIG and TIG welding.

Practical Experience: Students gain experience in cutting and welding plate, mild steel pipe and stainless steel pipe.

Professional Opportunities: Welder, fitter and fabricator

EEDA Career Cluster: Manufacturing; Agriculture, Food & Natural Resources; Transportation, Distribution & Logistics; Architecture & Construction

Course Requirements (followed by credit hours):

A. General Education Courses: None

B. Major Courses:

WLD 106	Gas and Arc Welding	4
WLD 113	ARC Welding II	4
WLD 115	ARC Welding III	4
WLD 117	Specialized Arc Welding	4
WLD 132	Inert Gas Welding Ferrous	4
WLD 136	Advanced Inert Gas Welding	2
WLD 208	Advanced Pipe Welding	3
WLD 212	Destructive Testing	2

C. Electives and/or Other Additional Courses Required for Graduation:

- None

Minimum semester credit hours required for graduation: 27

Welding

Diploma

Program Start Date: Any term
Minimum Program Length: 3 terms day or 4 terms evening

Program Description: Welding students acquire skills in blueprint reading, safety, gas, electric arc, MIG and TIG welding.

Practical Experience:
Students gain experience in reading blueprints, cutting and welding plate, mild steel pipe and stainless steel pipe.

Professional Opportunities:
Welder, fitter, fabricator

EEDA Career Cluster:
Manufacturing; Agriculture, Food & Natural Resources; Transportation, Distribution & Logistics; Architecture & Construction

Course Requirements (followed by credit hours):

A. General Education Courses:

ECO 101	Basic Economics	3
	OR	
Other Social/Behavioral Science		
ENG 165	Professional Communications	3
MAT 155	Contemporary Mathematics	3

B. Major Courses:

WLD 103	Print Reading I	1
WLD 105	Print Reading II	1
WLD 106	Gas and Arc Welding	4
WLD 113	ARC Welding II	4
WLD 115	ARC Welding III	4
WLD 117	Specialized Arc Welding	4
WLD 132	Inert Gas Welding Ferrous	4
WLD 136	Advanced Inert Gas Welding	2
WLD 154	Pipefitting and Welding	4
WLD 208	Advanced Pipe Welding	3
WLD 212	Destructive Testing	2

C. Electives and/or Other Additional Courses Required for Graduation: None
Minimum semester credit hours required for graduation: 42

Welding-General Technology

Associate Degree in Applied Science

Program Start Date: Any term
Minimum Program Length: Varies according to choice of secondary speciality

Program Description: Students will major in Welding and minor in a secondary specialty specific to their educational and career goals.

Practical Experience: Students gain experience in reading blueprints, cutting and welding plate, mild steel pipe and stainless steel pipe.

Professional Opportunities: Welder, fitter and fabricator

Unique Aspects: Students must be a graduate of a welding technology certificate or diploma program and, aided by their academic advisor, select a secondary specialty that meets their personal and professional career goals.

EEDA Career Cluster:
Agriculture, Food & Natural Resources; Transportation, Distribution & Logistics; Architecture & Construction; Manufacturing

Course Requirements (followed by credit hours):

A. General Education Courses:

ENG 165	Professional Communications	3
	OR Other Approved Communications	
MAT 101	Beginning Algebra	3
	OR Other Approved Mathematics	
Social/Behavioral Science		3
Humanities-Fine Arts		3
Other Approved General Education Course		3

B. Major Courses:

Primary Technical Specialty:		**28**
WLD 103	Print Reading I	1
WLD 106	Gas and ARC Welding	4
WLD 113	ARC Welding II	4
WLD 115	ARC Welding III	4
WLD 117	Specialized ARC Welding	4
WLD 132	Inert Gas Welding Ferrous	4
WLD 136	Advanced Inert Gas Welding	2
WLD 208	Advanced Pipe Welding	3
WLD 212	Destructive Testing	2

Secondary Technical Specialty: **12**
Choose from any of the Industrial or Engineering Technology programs (requires academic advisor approval)

C. Other Hours Required for Graduation:

WLD 105	Print Reading II	1
WLD 154	Pipefitting and Welding	4
Electives		10

Notes

Course Descriptions

Explanation of Terms Used in Course Descriptions

Course Listings:

Descriptions of all courses in this catalog are arranged alphabetically and numerically. Not all courses are available every term. The College announces the course offerings available each semester on the SCC website at www.sccsc.edu in a search for classes online feature. The College reserves the right to withdraw any course with insufficient enrollment. This information is also available on the SCC website: www.sccsc.edu

Course Number:

Each course in this catalog is identified with a six character identifier. The first three characters are alphabetic and the last three are numeric. The South Carolina Technical College System requires that courses in every technical college conform to a state-wide standard for course numbers, course titles, credit hours, and descriptions, as contained in the Catalog of Approved Courses.

Course Title:

The official title of the course as specified in the Catalog of Approved Courses.

Class-Lab-Credit:

The credits assigned to each course are determined by the combination of class and lab hours assigned to that course. Class and lab hours represent the number of weekly meeting hours during the College's customary semesters (fall and spring). One class hour equals one credit hour; three lab hours equal one credit hour; five cooperative work experience hours equals one credit hour.

Course Descriptions:

The official state description of the course. In a few cases, the College has added to the state description to provide students more information about the course as taught at Spartanburg Community College.

Prerequisites:

Prerequisites are limitations the College places on who may enroll in the course. In most cases, prerequisites are courses taught at the College; check the course description for the minimum grade requirement. If a course is marked with an asterisk (*), students may exempt that prerequisite via placement score or prior college credit. For example, if a prerequisite course is ENG 100*, students who place higher than ENG 100 on the College's placement test or who have acceptable prior college credit for this course are exempt from the prerequisite. Some prerequisites specify "approval" or "permission," which means permission from the instructor, department chair or division dean. Courses which include permission as part of the prerequisite are generally those that require that faculty familiar with the course evaluate the student's prior experience. In some cases, the prerequisites may include prior high school credit. In all cases where high school credit is listed as a prerequisite, the College provides one or more courses that enable the student to meet the prerequisite.

Corequisites:

These are courses that are generally taken during the same semester.

College Courses Transferable to Public Institutions:

A course with two asterisks (**) denotes this course is one of many technical college courses identified as transferable to public institutions. Other courses may transfer, but students should verify` transferability of the course with their college of choice prior to enrolling in the course. For more information, refer to page 31-36 of this catalog. Also visit South Carolina Transfer and Articulation Center website at www.SCTRAC.org.

Course Descriptions

****ACC 101 ACCOUNTING PRINCIPLES I (3-0-3.0)**
This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing the financial records at the end of the accounting cycle, and preparing financial statements. Emphasis is also placed on accounting for current and long-term assets, current and long-term liabilities, statement of cash flow and financial statement analysis.
Prerequisite(s): ENG 032*, MAT 032*, RDG 032*
Corequisite(s): CPT 101

****ACC 102 ACCOUNTING PRINCIPLES II (3-0-3.0)**
This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis and capital investment analysis. Additional financial topics covered will include performance management and evaluation, decision analysis, and target costing.
Prerequisite(s): ACC 101 with a minimum grade of "C."

ACC 111 ACCOUNTING CONCEPTS (3-0-3.0)
This course is a study of the principles of the basic accounting functions: collecting, recording, analyzing, adjusting and reporting information. Integrated accounting software simulation is also used.
Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

ACC 124 INDIVIDUAL TAX PROCEDURES (3-0-3.0)
This course is a study of the basic income tax structure from the standpoint of the individual, including the preparation of individual income tax returns.
Prerequisite(s): ENG 032*, MAT 101*, RDG 100*

ACC 150 PAYROLL ACCOUNTING (3-0-3.0)
This course introduces the major tasks of payroll accounting, employment practices, federal, state and local governmental laws and regulations, internal controls and various payroll forms and records.
Prerequisite: ACC 101 or ACC 111 with a minimum grade of "C."

ACC 201 INTERMEDIATE ACCOUNTING I (3-0-3.0)
This course explores fundamental processes of accounting theory, including the preparation of financial statements. Topics will include current asset and liability management as well as future and present value of cash flows.
Prerequisite(s): ACC 102 with a minimum grade of "C."

ACC 202 INTERMEDIATE ACCOUNTING II (3-0-3.0)
This course covers the application of accounting principles and concepts to account evaluation and income determination, including special problems peculiar to corporations and the analysis of financial reports. Other topics will include cash flow statements and constructing financial statements from incomplete records.
Prerequisite(s): ACC 201 with a minimum grade of "C."

ACC 221 CORPORATE TAXATION (3-0-3.0)
This course is a study of the federal tax regulations and procedures governing corporations. Prerequisites: ACC 124

ACC 224 BUSINESS TAXATION (3-0-3.0)
This course is an introduction to tax reporting requirements and taxation of the proprietorship, partnership, S Corporation, C Corporation, and Limited Liability Company. Some form preparation is required.
Prerequisites: ACC 124

ACC 230 COST ACCOUNTING I (3-0-3.0)
This course is a study of the accounting principles involved in job order cost systems. Topics will include the general flow of costs through a production cycle, and the preparation and use of job cost sheets. Process cost systems will be introduced.
Prerequisite(s): ACC 102 with a minimum grade of "C."

ACC 246 INTEGRATED ACCOUNTING SOFTWARE (3-0-3.0)
This course includes the use of pre-designed integrated accounting software for accounting problems.
Prerequisite: ACC 101 or ACC 111 with a minimum grade of "C."

ACC 260 AUDITING (3-0-3.0)
This course is a study of the procedures for conducting audits and investigations of various enterprises.
Prerequisites: ACC 201 and ACC 230

ACC 265 NOT-FOR-PROFIT ACCOUNTING (3-0-3.0)
This course introduces the special accounting needs of municipalities, counties, states, the federal government and governmental agencies, and other not-for-profit organizations.
Prerequisite: ACC 102 with a minimum grade of "C."

ACC 275 SELECTED TOPICS IN ACCOUNTING (3-0-3.0)
This course provides an advanced in-depth review of selected topics in accounting using case studies and individual and group problem solving. Fraud examination will cover the principles and methodology of fraud detection and deterrence. This course includes such topics as skimming, cash larceny, check tampering, register disbursement schemes, payroll and expense reimbursement schemes, non-cash appropriations, corruption and fraudulent financial statements.
Prerequisite: Approval of Academic Advisor

ACC 291 CERTIFIED BOOKKEEPER REVIEW (3-0-3.0)
This course is designed to help students prepare for the Certified Bookkeeper Exam.
Prerequisites: ACC 150 and ACC 102

ACR 101 FUNDAMENTALS OF REFRIGERATION (3-6-5.0)
This course covers the refrigeration cycle, refrigerants, pressure temperature relationship, and system components.

ACR 106 BASIC ELECTRICITY FOR HVAC/R (3-3-4.0)
This course includes a basic study of electricity, including Ohm's Law and series and parallel circuits as they relate to heating, ventilating, air conditioning and/or refrigeration systems.

ACR 110 HEATING FUNDAMENTALS (3-3-4.0)
This course covers the basic concepts of oil, gas, and electric heat, their components and operation.
Prerequisite(s): ACR 106, ACR 140

ACR 120 BASIC AIR CONDITIONING (3-3-4.0)
This course is a study of various types of air conditioning equipment including electrical components, schematics and service to the refrigerant circuit.
Prerequisite(s): ACR 101

ACR 125 FUNDAMENTALS OF HVAC (3-3-4.0)
This is a survey course which covers basic concepts related to heating, ventilation, and air conditioning and/or refrigeration.

ACR 130 DOMESTIC REFRIGERATION (3-3-4.0)
This course is a study of domestic refrigeration equipment.
Prerequisite(s): ACR 101

ACR 140 AUTOMATIC CONTROLS (2-3-3.0)
This course is a study of the adjustment, repair and maintenance of a variety of pressure and temperature sensitive automatic controls.
Prerequisite(s): ACR 106

ACR 175 EPA 608 CERTIFICATION PREPARATION (1-0-1.0)
This course covers EPA guidelines and procedures required by law for refrigerant recovery and recycling during the installation, service, and repair of all HVAC and refrigeration systems. A comprehensive review of essential material necessary to take the EPA 608 exam will be included.

ACR 210 HEAT PUMPS (3-3-4.0)
This course is a study of theory and operational principles of the heat pump.
Prerequisite(s): ACR 120, ACR 140

ACR 221 RESIDENTIAL LOAD CALCULATIONS (2-0-2.0)
This course is a study of heat losses/gains in residential structures.
Prerequisite(s): ACR 125

ACR 224 CODES AND ORDINANCES (2-0-2.0)
This course covers instruction on how to reference appropriate building codes and ordinances where they apply to installation of heating and air conditioning equipment.

ACR 240 ADVANCED AUTOMATIC CONTROLS (2-3-3.0)
This course is a study of pneumatic and electronic controls used in air conditioning and refrigeration.
Prerequisite(s): ACR 140

AET 101 BUILDING SYSTEMS I (3-0-3.0) - Elective
This course is a study of the fundamental concepts of design and construction techniques in residential, commercial, and industrial buildings. The basic International Building Code requirements will also be introduced.

AET 105 CONSTRUCTION DOCUMENTS (3-0-3.0) - Elective
This course covers the interpretation of residential, commercial and industrial building construction documents, including construction specifications, general conditions and construction industry symbols. Construction contracts and drawings are also introduced.
Corerequisites: MAT 102

AET 111 ARCHITECTURAL COMPUTER GRAPHICS I (2-3-3.0)
This course includes architectural/construction, basic computer-aided design commands, and creation of construction industry symbols and standards.
Corequisite(s): EGT 151

AET 221 ARCHITECTURAL COMPUTER GRAPHICS II (3-3-4.0)
This course includes a study of CAD commands with architectural applications and routines. A complete set of working drawings of a residential or commercial building using the computer as the drafting tool is produced.
Prerequisite(s): AET 111

AHS 101 INTRODUCTION TO HEALTH PROFESSIONS (2-0-2.0)
This course provides a study of the health professions and the health care industry.

AHS 102 MEDICAL TERMINOLOGY (3-0-3.0)
This course covers medical terms, including roots, prefixes, and suffixes, with emphasis on spelling, definitions, and pronunciation.
Prerequisite(s): ENG 032* and RDG 032* or equivalent.

AHS 104 MEDICAL VOCABULARY/ANATOMY (3-0-3.0)
This course introduces the fundamental principles of medical terminology and includes a general survey of anatomy and physiology.
Prerequisite(s): ENG 032* and RDG 032* or equivalent.

AHS 106 CARDIOPULMONARY RESUSCITATION (1-0-1.0)
This course provides a study of the principles of cardiopulmonary resuscitation.

AHS 107 CLINICAL COMPUTATIONS (2-0-2.0)
This course is a study of the principles and applications of computations used in the clinical setting.

AHS 111 HEALTH RELATED ISSUES (4-0-4.0)
This course introduces modules of instruction in chemistry, microbiology, and physics with emphasis on their application to health care.
Prerequisite(s): Successful completion of prior Respiratory Care Program requirements.

AHS 113 HEAD AND NECK ANATOMY (0-3-1.0)
This course provides a detailed study of the structure of the head and neck with special emphasis on structure as it pertains to the study of dental science.
Prerequisite(s): DAT 110 and admission into the Expanded Duty Dental Assisting Program.

AHS 118 MEDICAL CODING AND INSURANCE (5-0-5.0)
This course includes a study of coding procedures and their relationship to insurance.
Prerequisite(s): MED 104 and AHS 102 with a minimum grade of "C."

AHS 121 BASIC PHARMACOLOGY – (2-0-2.0)
This course covers the nature of drugs, their actions in the body and side effects.
Prerequisite(s): AHS 102, AHS 104

AHS 124 ANATOMY AND PHYSIOLOGY FOR RESPIRATORY CARE (3-3-4.0)
This course is a study of human anatomy and physiology with emphasis on the cardiopulmonary system.
Prerequisite(s): Admission into Respiratory Care Program.

AHS 143 PHLEBOTOMY SKILLS I (4-6-6.0)
This course is a study of phlebotomy equipment, procedures, techniques, and practical experience.

AHS 144 PHLEBOTOMY PRACTICUM (3-6-5.0)
This course provides a detailed study and practice of phlebotomy procedures utilized in hospital settings, clinical facilities and physicians' offices.
Prerequisite(s): ENG 032* and RDG 032* or equivalent and approval of the department chair.

AHS 146 PHLEBOTOMY EXPERIENCE (7-0-7.0)
This course includes comprehensive clinical experiences in medical laboratory specimen collections, transport, storage, and basic test procedures.
Prerequisite(s): Successful completion of all prior program requirements.

AHS 152 HEALTH CARE PROCEDURES II (5-3-6.0)
This course includes concurrent coordinated clinical experiences in advanced patient/client care skills.
Prerequisite: In order to enroll in AHS 152 the student must have completed the Basic CNA Certificate OR show current CNA Certification which must be maintained throughout the program.
Corequisite: AHS 102

AHS 155 SPECIAL TOPICS IN HEALTH CARE (3-0-3.0)
This course emphasizes specialized job-related education in health care.
Prerequisite(s) or Corequisite(s): AOT 252 with a minimum grade of "C."

AHS 163 LONG-TERM CARE (4-3-5.0)
This course emphasizes the basic skills needed to care for residents in the long-term care setting. Students will apply practical use of these skills through clinical experiences in a long-term care facility.
Pre-requisite: Admission into the Program.
Corequisite : AHS 101 and AHS 106

AHS 165 ECG APPLICATIONS (3-6-5.0)
This course provides ECG/cardiac monitoring students practice in various clinical settings.

AHS 170 FUNDAMENTALS OF DISEASE (3-0-3.0)
This course provides a study of general principles of disease and disorders that affect the human body with an emphasis on symptoms and signs routinely assessed in health care facilities.
Prerequisite(s): AHS 102 with a minimum grade of "C."

AHS 177 CARDIAC MONITORING APPLICATIONS (4-4-4.0)
This course is a study of Cardiac monitoring techniques including basic cardiovascular anatomy and physiology, electrophysiology, rhythms and dysrhythmia recognition and equipment maintenance.
Prerequisite(s): AHS 102, HUC 110, HUC 120 with a minimum grade of "C"
Co-requisite(s): AHS 179

AHS 179 CARDIAC MONITORING PRACTICUM (0-12-4.0)
This course provides a comprehensive cardiac monitoring experience in a clinical setting. This is a practicum experience designed to enhance student performance as a health unit coordinator. Student will also observe monitored patients for any type of cardiac involvement.
Prerequisite(s): AHS 102, HUC 110, HUC 120 with a minimum grade of "C"
Co-requisite(s): AHS 177

AMT 101 AUTOMATED MANUFACTURING OVERVIEW (2-0-2.0)
This course is a survey of automated manufacturing concepts. This course offers not only college credit but also an opportunity for National Certification with NCCER for modules 12107, 12110 and 12204.

AMT 105 ROBOTICS AND AUTOMATED CONTROL I (2-3-3.0)
This course includes assembling, testing, and repairing equipment used in automation. Concentration is on connecting, testing, and evaluating automated controls and systems. This course offers not only college credit but also an opportunity for National Certification with NCCER for modules 12206 and 12207.

AMT 106 MANUFACTURING WORKPLACE SKILLS (3-0-3.0)
This course introduces the fundamental employee skills needed to be successful in a manufacturing environment. Emphasis is placed on teamwork, adaptability, work ethics, communication skills and customer service.

AMT 110 SURVEY OF MANUFACTURING PROCESSES (3-0-3.0)
This course includes the processes, alternatives and operations used in a broad range of manufacturing environments.

AMT 205 ROBOTICS AND AUTOMATED CONTROL II (1-6-3.0)
This course covers installation, testing, troubleshooting, and repairing of automated systems. This course offers not only college credit but also an opportunity for National Certification with NCCER for module 12204.

AMT 206 ELECTRICITY AND AUTOMATION (0-6-2.0)
This course progresses from introduction to principles of automation, including a study of various mechanical devices used in automated manufacturing, and electrical components used to control the machines. Lab projects include design, fabrication, and operation of various real and simulated processes. This course offers not only college credit but also an opportunity for National Certification with NCCER for module 12107, 12110 and 12402.

AMT 209 AUTOMATION NETWORKS - ETHERNET (3-0-3.0)
This course provides a study and implementation of the Ethernet transmission protocol in automation networks. It includes PLC interfacing to Ethernet cabling and Ethernet capable instrumentation. Additional topics include the OSI model and distributed BUS networking.
AMT 211 AUTOMATION NETWORKS - DEVICENET (3-0-3.0)
This course provides a study and implementation of the DeviceNet transmission protocol in automation networks. It includes PLC interfacing to DeviceNet cabling and DeviceNet capable instrumentation. Additional topics include the OSI model and distributed BUS networking.

AMT 220 CONCEPTS OF LEAN MANUFCTURING (3-0-3.0)
This course provides an understanding of the concepts used in improving the competitivenes of manufacturing and service companies. This course includes JIT, VACR and TQM. This course offers not only college credit but also an opportunity for National Certification with NCCER for modules PM 311 and MT 204.

AOT 100 INTRODUCTION TO KEYBOARDING (3-0-3.0)
This is an introductory course in touch keyboarding to develop accuracy and speed. Basic file management and document organization will be covered.
Prerequisite(s): None

AOT 133 PROFESSIONAL DEVELOPMENT (3-0-3.0)
This course emphasizes development of personal and professional skills required of an office worker in areas such as projecting a professional image, job seeking skills, office etiquette, ethics, and time and stress management.
Prerequisite(s): AOT 134, RDG 100* with a minimum grade of "C."

AOT 134 OFFICE COMMUNICATIONS (3-0-3.0)
This course develops proficiency in proofreading and other specialized applications of communications in the office environment.
Prerequisites: ENG 100

AOT 141 OFFICE PROCEDURES I (3-0-3.0)
This is an introductory course to a variety of office procedures and tasks using business equipment, systems and procedures. Telephone techniques and filing techniques will be included.
Prerequisite(s): RDG 100*, MAT 032*, ENG 100*
Corequisite(s): AOT 134

AOT 142 ADVANCED OFFICE PROCEDURES II (3-0-3.0)
This course covers the application of office procedures necessary to perform effectively and efficiently in the office environment. Topics include advanced telephone techniques, making travel arrangements and planning meetings and conferences.
Prerequisite(s): AOT 141, RDG 100* and CPT 101 with a minimum grade of "C."

AOT 143 OFFICE SYSTEMS AND PROCEDURES (3-0-3.0)
This course emphasizes procedures and applications used in the office environment.
Prerequisite(s): AOT 141, AHS 102 and CPT 101 with a minimum grade of "C" or better.
Corequisite(s): MED 104

AOT 144 LEGAL OFFICE PROCEDURES (3-0-3.0)
This course covers the application of office procedures necessary to perform effectively and efficiently in the legal office environment.
Prerequisite(s): AOT 141 and CPT 101 with a minimum grade of "C" or better.

AOT 164 – MEDICAL INFORMATION PROCESSING (3-0-3.0)
This course emphasizes development of proficiency in producing medical documents typical of those used in health care settings. Emphasis will be placed on software currently used in service area.
Pre-requisite(s): AHS 102, AOT141

AOT 180 CUSTOMER SERVICE (3-0-3.0)
This course is a study of issues in the workplace relating to effective customer service. The course includes topics such as oral, written, verbal and nonverbal communication skills, effective telephone techniques and cultural diversity in the workplace.
Prerequisite(s): ENG100*, RDG100*

AOT 213 LEGAL DOCUMENT PRODUCTION (3-0-3.0)
This course introduces legal terminology and covers the production of documents found in the legal office environment. Emphasis is on productivity and excellence in legal document production.
Prerequisite(s): CPT 101, AOT 141, BUS 121 with a minimum grade of "C.

AOT 214 SOFTWARE APPLICATIONS IN THE LAW OFFICE (3-0-3.0)
This course includes an introduction to software applications commonly used in a legal environment.
Prerequisite(s): AOT 141, CPT 101 with a minimum grade of "C."

AOT 252 MEDICAL SYSTEMS AND PROCEDURES (3-0-3.0)
This course emphasizes development of proficiency in integrating skills commonly performed in medical offices. Microcomputers will be used to complete a medical simulation.
Prerequisite(s): AHS 102, AOT 164, HIM 105, MED 109 with a minimum grade of "C."

AOT 253 LEGAL SYSTEMS AND PROCEDURES (3-0-3.0)
This course emphasizes the development of proficiency in integrating knowledge and skills performed in legal offices.
Prerequisite(s): AOT 144, AOT 213, CPT 172, CPT 174, CPT 179 with minimum grade of "C."
Corequisite(s): AOT 133

AOT 254 OFFICE SIMULATION (3-0-3.0)
This course integrates a wide variety of skills and knowledge through practical work experiences in a simulated office environment. Teamwork as well as the use of technical and communication skills will be emphasized.
Prerequisite(s): CPT 270, AOT 142 with a minimum grade of "C."
Prerequisite(s) or Corequisite(s): AOT 133 with a minimum grade of "C."

AOT 270 SCWE IN ADMINISTRATIVE OFFICE (0-15-3.0)
This course integrates office skills within an approved work site related to office systems technology.
Prerequisite(s): AHS 118 and AOT 252 with a minimum grade of "C" and business technologies department chair approval

****ART 101 ART HISTORY AND APPRECIATION (3-0-3.0)**
This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.
Prerequisite(s): ENG 100*, RDG 100* with grade of "C" or better.

ART 208 ART SINCE 1945 (3-0-3.0)
This course is the study of the movements and trends of art and architecture since 1945 to the present, exploring specific artists, art works and the forces that have shaped them.
Prerequisite(s): ENG 100*, RDG 100* with grade of "C" or better.

ART 111 BASIC DRAWING I (3-0-3.0)
This course provides an introduction to the materials and the basic techniques of drawing.
Pre-requisites: ENG 032, MAT 032, and RDG 100

ART 112 BASIC DRAWING II (3-0-3.0)
This course covers a study of the materials and basic techniques of drawing, continuing from the foundation laid in ART 111. Pre-requisite: ART 111

ARV 110 COMPUTER GRAPHICS I (2-3-3.0)
This course is a study of the fundamentals of computer assisted graphic design using Adobe Illustrator.
Pre-requisite: CGC 110 with a minimum grade of "C."

ARV 162 GRAPHIC REPRODUCTION I (2-3-3.0)
This course is study of the principles and practices used in print preparation and print reproduction.
Prerequisites: CGC 101 and CGC 110 with a minimum grade of "C."

ARV 163 Graphic Reproduction II (2-3-3.0)
This course covers the development of the practices and skills used in print preparation and print reproduction.
Prerequisite: ARV 162 with a grade of C or above.

ARV 217 COMPUTER IMAGERY (2-3-3.0)
This course covers the use of the computer as a tool to create images that address the eneds of the visual communication field using Adobe Photoshop.
Prerequisite: CGC 110 with a minimum grade of "C."

ARV 227 WEB SITE DESIGN I (2-2-3.0)
This course is an introduction to the production of an interactive world-wide web site.
Prerequisite: CPT 101 with a minimum grade of "C."

ARV 261 Advertising Design I (3-0-3.0)
This course is an introduction to the advertising arts, including the principles, techniques, media, tools, and skills used in the visual communication field.
Prerequisite: ARV 163 with a minimum grade of "C."

ARV 264 Special Project in Graphic Art (2-3-3.0)
This course includes an advanced project as assigned from conception to final production.
Prerequisite: ARV 163 with a minimum grade of "C."

ASL 101 AMERICAN SIGN LANGUAGE I (4-0-4.0)
This course is a study of visual readiness and basic vocabulary, grammar features and non-manual behaviors, all focusing on receptive language skill development.

ASL 102 AMERICAN SIGN LANGUAGE II (4-0-4.0)
This course is a continuation of American Sign Language I, designed to expose students to additional vocabulary, grammar features and non-manual behaviors, all focusing on conversational skills.
Prerequisite(s): ASL 101

ASL 110 CAREERS IN AMERICAN SIGN LANGUAGE (2-0-2.0)
This course will provide students with an awareness of various career options related to the field of sign language interpretation and deafness. Students will observe ASL used in various functions.

ASL 201 AMERICAN SIGN LANGUAGE III (3-0-3.0)
This course is a continuation of American Sign Language II and covers additional vocabulary, grammar features and non-manual behaviors, all focusing on conversational skills.
Prerequisite(s): ASL 102

ASL 202 AMERICAN SIGN LANGUAGE IV (3-0-3.0)
This course concentrates on intermediate conversational and discourse skills using American Sign Language. This course is conducted entirely using American Sign Language. Prerequisite(s): ASL 201

****AST 101 SOLAR SYSTEM ASTRONOMY (3-3-4.0)**
This course is a descriptive survey of the universe with emphasis on basic physical concepts and the objects in the solar system. Related topics of current interest are included. Prerequisite(s): MAT 102 with a C or better.

****AST 102 STELLAR ASTRONOMY (3-3-4.0)**
This course is a descriptive survey of the universe with emphasis on basic physical concepts and galactic and extragalactic objects. Related topics of current interest are included.
Prerequisite(s): AST 101 with a C or better.

AUT 107 ADVANCED ENGINE REPAIR (3-3-4.0)
This course includes an advanced application of engine fundamentals, including engine removal, internal diagnostic and repair procedures, engine assembly and installation procedures.
Prerequisite(s): AUT 132

AUT 100 INTRODUCTION TO AUTOMOTIVE HAZARDOUS MATERIALS (0-3-1)
This course is a basic study of the proper handling of hazardous materials found in automotive service centers. Topics include types of hazardous materials, handling of the materials, and their proper disposal
Prerequisite(s): AUT 132

AUT 111 BRAKES (2-3-3.0)
This course is a study of the fundamentals of hydraulics and brake components in their application to automotive brake systems. Prerequisite(s): AUT 132

AUT 112 BRAKE SYSTEMS (1-9-4.0)
This course covers hydro-boost power brakes and vacuum power brakes as well as master cylinders and caliper rebuilding. Prerequisite(s): AUT 132

AUT 115 MANUAL DRIVE TRAIN/AXLE (2-3-3.0)
This course is a basic study of clutches, gearing, and manual transmission operation, including the basic study of rear axles and rear axle set up.
Prerequisite(s): AUT 132

AUT 132 AUTOMOTIVE ELECTRICITY (3-3-4.0)
This course is a study of electricity as used in automotive applications. This course includes DC and AC principles and their various uses in the automobile. The relationship between Ohm's Law and actual automotive circuits is demonstrated.
Corequisite(s): AUT 160

AUT 133 ELECTRICAL FUNDAMENTALS (1-6-3.0)
This course is a study of the theories of electricity, including magnetism, series and parallel circuits, Ohm's Law and an introduction to the use of various electrical test equipment. Prerequisite(s): AUT 132

AUT 135 IGNITION SYSTEMS (3-0-3.0)
This course is a study of both primary and secondary electronic ignition systems, including distributorless ignition systems, theory of operation and diagnostic techniques, application of diagnostics using the oscilloscope, and other appropriate test equipment. Prerequisite(s): AUT 132*

AUT 142 HEATING AND AIR CONDITIONING (2-3-3.0)
This course covers the purpose, construction, operation, diagnosis, and repair of automotive ventilation, heating and air conditioning systems. Prerequisite(s): AUT 132

AUT 143 ACTIVE DEVICES AND SENSORS (2-6-3)
This course covers the basic operation of electronic devices and sensors, including basic circuits, applications, and diagnosis.
Prerequisite: AUT 132

AUT 145 ENGINE PERFORMANCE (3-0-3.0)
This course covers the diagnosis of various performance problems using the appropriate diagnostic equipment and diagnostic manuals. Logical thinking is also included in the course.
Prerequisite(s): AUT 132

AUT 156 AUTOMOTIVE DIAGNOSIS AND REPAIR (2-6-4.0)
This is a basic course for general diagnostic procedures and minor repairs.
Prerequisite(s): AUT 132

AUT 160 INTRODUCTION TO AUTOMOTIVE TECHNOLOGY (1-0-1.0)
This course is an introduction to the automotive field, including an introduction to the different automotive fields available such as automotive technician, shop foreman, service manager, shop owner, etc.
Prerequisite(s): department chair approval
Corequisite(s): AUT 132

AUT 165 ENVIRONMENTAL MANAGEMENT - ELECTIVE (3-0-3.0)
This course covers all areas of environmental management as it applies to automotive repair facilities. Areas to be covered include proper containment and disposal of automotive waste such as oil, anti-freeze, batteries, filters and other contaminants. Minimization of waste production in automotive servicing facilities will be stressed as well as familiarization with current federal and state compliance regulations. Students will survey automotive repair facilities for compliance.
Prerequisites: AUT 132, RDG 032*

AUT 221 SUSPENSION AND STEERING DIAGNOSIS (2-3-3.0)
This course covers the diagnosis and repair of front and rear suspension problems, using suspension diagnostic charts, shop manuals and alignment equipment.
Prerequisite(s): AUT 132

AUT 222 FOUR WHEEL ALIGNMENT (1-3-2)
This course is a review of alignment angles and adjusting procedures used in four wheel alignment, including the use of four wheel alignment equipment.
Prerequisite: AUT 132

AUT 231 AUTOMOTIVE ELECTRONICS (4-0-4.0)
This course includes the study of solid state devices, microprocessors and complete diagnostics using the latest available equipment.
Prerequisite(s): AUT 132

AUT 232 AUTOMOTIVE ACCESSORIES (2-0-2.0)
This course is a study of devices and systems considered accessories by the automotive industry. Study includes windshield wiper systems, power door locks, windows and seats, radios and clocks.
Prerequisite(s): AUT 132

AUT 245 ADVANCED ENGINE PERFORMANCE (4-3-5.0)
This course includes "hands-on" diagnostics, including an in-depth study and use of the oscilloscope in diagnosing engine performance problems.
Prerequisite(s): AUT 132

AUT 251 AUTOMATIC TRANSMISSION OVERHAUL (4-3-5.0)
This course is an advanced study of transmission overhaul procedures, including proper overhaul procedures used to repair overdrive transmissions and transaxles.
Prerequisite(s): AUT 132

AUT 262 ADVANCED AUTOMOTIVE DIAGNOSIS AND REPAIR (0-12-4.0)
This course is an advanced study of the proper diagnostic and repair procedures required on newer computerized automobiles, including scan tools and digital multimeter operation.
Prerequisite(s): AUT 132

AUT 275 ALTERNATE TECHNOLOGY VEHICLES (3-0-3.0)
This course is the study of vehicles powered with gasoline engines in combination with other non-gasoline power systems. Hybrid, Fuel Cell, compressed gases and diesel/bio-diesel and Homogeneous Charge Compression Ignition (HCCI) technology will be covered in this course.
Prerequisite(s): AUT 132

BAF 101 PERSONAL FINANCE (3-0-3.0)
This course includes the practical applications of concepts and techniques used in managing personal finances. Major areas of study include financial planning, budgeting, credit use, housing, insurance, investments, and retirement planning.
Pre-requisites: MAT 032

BAF 260 FINANCIAL MANAGEMENT (3-0-3.0)
This course is a study of financial analysis and planning. Topics include working capital management, capital budgeting and cost of capital. Financial forecasting, operating and financial leverage will also be discussed.
Prerequisite(s): ACC 101with a minimum grade of "C."

BIO 100 INTRODUCTORY BIOLOGY (3-3-4.0)
This is a course in general biology designed to introduce principles of biology. A minimum grade of "C" is required in order to receive credit in this course. (Non-Degree Credit)
Prerequisite(s): RDG 100, MAT 101 or MAT 152

****BIO 101 BIOLOGICAL SCIENCE I (3-3-4.0)**
This course is a study of the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology.
Prerequisite(s): ENG 101*, MAT 101* or MAT 152*, RDG 100*, high school biology (or BIO 100) or high school chemistry (or CHM 100 or CHM 105) with a minimum grade of "C" in all courses.

****BIO 102 BIOLOGICAL SCIENCE II (3-3-4.0)**
This course is a study of the classification of organisms and structural and functional considerations of all kingdoms (particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized.
Prerequisite(s): BIO 101 with a minimum grade of "C" or better.

BIO 110 GENERAL ANATOMY AND PHYSIOLOGY (2-3-3.0)
This course is a general introduction to the anatomy and physiology of the human body. Emphasis is on the organ systems of the human and their interrelationships.
Prerequisite(s): ENG 100*, MAT 032* or MAT 152*, RDG 100*, high school biology (or BIO 100) or high school chemistry (or CHM 100) with a minimum grade of "C" in all courses. This course is for massage therapy students.

BIO 112 BASIC ANATOMY AND PHYSIOLOGY (3-3-4.0)
This course is a basic integrated study of the structure and function of the human body. BIO 112 is designed to allow students a slower-paced opportunity to learn the basic principles and terminology used in anatomy and physiology courses. This course was developed to meet the need of students who desire to enter the

health sciences, associate of arts and/or associate of sciences program, but who may benefit from a less comprehensive approach. This one-semester course seeks to help students discover general principles and effective learning techniques that can be applied in subsequent anatomy and physiology courses.
Prerequisite(s): ENG 100*, MAT 101* or MAT 152*, RDG 100* and one of any high school chemistry or CHM 100 or BIO 100 with a minimum grade of "C" in all courses.

****BIO 210 ANATOMY AND PHYSIOLOGY I (3-3-4.0)**
This course is the first in a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied. The student will learn in depth the anatomical and physiological vocabulary necessary to understand the structure and functions of each of the following systems: integumentary, skeletal, muscular, and nervous (central and peripheral). Tissues, sensory organs, body energetics, and metabolism will be covered. The course will also include an accelerated review of basic chemistry, organic molecules, and cells.
Prerequisite (s): BIO 101 or BIO 112 with a "C" or better. BIO 101 is transferable and is therefore recommended for all students planning to continue into a BSN or MSN Program. BIO 112 is a non-transferable course and is highly recommended for students who are not concerned with transferability or who plan to stop with the ADN Program.

****BIO 211 ANATOMY AND PHYSIOLOGY II (3-3-4.0)**
This course is the second in a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied. The student will learn in depth the anatomical and physiological vocabulary necessary to understand the structure and functions of each of the following systems: endocrine, cardiovascular, respiratory, digestive, urinary, and reproductive. Additional topics will include fluid balance, nutrition, and electrolyte balance.
Prerequisite: BIO 210 with a grade of "C" or better.

BIO 215 HUMAN ANATOMY (3-3-4.0)
This course is a study of the structure of the human body in relation to normal and pathologic states. The student will learn in depth the anatomical vocabulary necessary to understand the structure, location, and interrelationships of each of the following systems: integumentary, skeletal, muscular, nervous (central and peripheral), endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive. Organelles, cells, tissues, mitosis, and sensory organs will also be covered.
Prerequisite (s): BIO 101 or BIO 112 with a "C" or better. BIO 101 is transferable and is therefore recommended for all students planning to continue into a BSN or MSN Program. BIO 112 is a non-transferable course and recommended for students who are not concerned with transferability.

BIO 216 HUMAN PHYSIOLOGY (3-3-4.0)
This course is a study of human physiological processes in relation to homeostasis. The student will learn in depth the physiological vocabulary and principles necessary to understand the functions and interrelationships of each of the following systems: integumentary, skeletal, muscular, and nervous (central and peripheral), endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive. The course will also include an accelerated review of basic chemistry, organic molecules, and cells. Additional topics will include body energetics, metabolism, fluid balance, nutrition, and electrolyte balance.
Corequisite(s): BIO 215 with a grade of "C "or better.

****BIO 225 MICROBIOLOGY (3-3-4.0)**
A detailed study of microbiology as it relates to infection and disease processes of the body. Topics include immunity, epidemiology, medically important microorganisms and diagnostic procedures for identification.
Prerequisite: BIO 101 and BIO 102 or BIO 210 and BIO 211 or BIO 215 and BIO 216 or BIO 101 and BIO 223 with a grade of "C" or better in both.

BIO 238 MUSCULOSKELETAL SYSTEM ANATOMY (2-3-3.0)
This course is a study of the muscular and skeletal systems with laboratory exercises on the bones, bone markings, and the muscles addressing their origin, insertion, innervation and action.
Prerequisite(s): BIO 110 with a grade of "C" or higher, or successful completion of earlier program requirements. Admission into the Therapeutic Massage Program.

BIO 240 NUTRITION (3-0-3.0)
This course is an introduction to the essential aspects concerning the science of nutrition. Particular

emphasis is on the classes of nutrients and their physiological uses in the body. Body energy requirements and the nutritional status of the world are considered. The importance of organic polymers and monomers, vitamins, coenzymes, minerals, cofactors, and other essential nutrients in metabolism, especially ATP synthesis will also be addressed. Current dietary recommendations, included the government's "My Pyramid", reading and understanding FDA regulated dietary labeling as well as current theory on the role of exercise and diet in maintaining general health will be discussed. Students will be expected to keep a personal/family daily nutritional diary including nutritional and caloric content and design a dietary prospectus to meet current government recommendations. This course is an approved substitution for the Associate Degree in Nursing (ADN) Program required course NUR 107.
Prerequisite(s): MAT 101, ENG 101, BIO 112 or CHM 100 or BIO 100 with a minimum grade of "C" in all courses.

BUS 110 ENTREPRENEURSHIP (3-0-3.0)
This course is an introduction to the process of starting a small business, including forms of ownership and management.
Prerequisites: RDG 032

BUS 121 BUSINESS LAW I (3-0-3.0)
This course is a study of legal procedures, law and society, classifications and systems of law, the tribunals administering justice and their actions, contracts, sales, transfer of titles, rights and duties of the parties, conditions, and warranties.
Prerequisite(s): ENG 032*, MAT 032*, RDG 100*

BUS 210 INTRODUCTION TO E-COMMERCE BUSINESS (3-0-3.0)
This course is the study of electronic commerce and the operations and applications from the business perspective. Emphasis is placed on business concepts and strategies and how they apply to the process of buying and selling goods and services online.
Prerequisite(s): *ENG 032, *MAT 032, *RDG 032

BUS 220 BUSINESS ETHICS (3-0-3.0)
This course includes an exploration of ethical issues arising in the context of doing business. Topics include employee rights and responsibilities, corporate regulations and rights, discrimination, truth in advertising, employee privacy, environmental exploitation, and free enterprise.
Prerequisites: ENG 032*, MAT 032*, RDG 100*

BUS 268 SPECIAL PROJECTS IN BUSINESS (3-0-3.0)
This course includes research, reporting and special activities for successful employment in the business world. This course emphasizes the research, execution, and presentation of a business plan.
Prerequisite(s): ACC 102, CPT 178

CGC 101 INTRODUCTION TO GRAPHICS TECHNIQUES (1-6-3.0)
This course covers the processes of printed reproduction with an emphasis on offset printing. A variety of printing equipment and operating techniques are included.
Prerequisite(s): ENG 032*, MAT 032*, RDG 100
Corequisite(s): CGC 110

CGC 110 ELECTRONIC PUBLISHING (1-6-3.0)
This is an introductory course to the fundamentals of electronic publishing
Prerequisite(s): ENG 032*, MAT 032*, RDG 100
Corequisite(s): CGC 101

CGC 115 DIGITAL PHOTOGRAPHY (3-0-3.0)
This course is the study of digital photography from digital cameras to the computer-based printer/digital media. Artistic, theoretical, and technical aspects will be considered. Topics include information about types and purchasing digital cameras; theory, mechanics, and the art of digital imagery.
Prerequisites: ENG 032*, MAT 032*, RDG 100

CGC 122 BASIC OFFSET PRESS OPERATIONS (1-6-3.0)
This course covers the basic competencies required to operate an offset press
Prerequisite(s): MAT 032*, RDG 032, ENG 032

CGC 135 COMMERCIAL GRAPHICS OPERATIONS (3-0-3.0)
This course is a study of customer service, cost factors, quality issues and daily operations associated with the commercial graphics industry.
Prerequisite(s): RDG 032, ENG 032

CHM 100 INTRODUCTORY CHEMISTRY (3-3-4.0)
This is an introductory course in general chemistry and principles of chemistry. Emphasis is placed on mathematical solutions and laboratory techniques. A minimum grade of "C" is required in order to receive credit in this course. (Non-Degree Credit)
Prerequisite(s): MAT 101 or MAT 152, RDG 032*

CHM 105 GENERAL, ORGANIC AND BIOCHEMISTRY (3-3-4.0)
This course is a study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, introduction to organic chemistry, and biochemistry
Prerequisite(s): MAT 101, RDG 100, ENG 100, CHM 100 or CHM 110 or PHS 101 with a minimum grade of "C" in all courses.

****CHM 110 COLLEGE CHEMISTRY I (3-3-4.0)**
This is the first course in a sequence which includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria.
Prerequisite(s): ENG 032*, MAT 102* with a minimum grade of "C."

****CHM 111 COLLEGE CHEMISTRY II (3-3-4.0)**
This course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. Other topics included are kinetics, thermodynamics, and electrochemistry.
Prerequisite(s): CHM 110 with a grade of "C" or better.

****CHM 211 ORGANIC CHEMISTRY I (3-3-4.0)**
This is the first in a sequence of courses that includes nomenclature, structure and properties and reaction mechanisms of basic organic chemistry.
Prerequisite(s): CHM 105 or CHM 111 with a grade of "C" or better.

****CHM 212 ORGANIC CHEMISTRY II (3-3-4.0)**
This course is a continuation of basic organic chemistry. Topics include nomenclature, structure and properties, reaction mechanisms of basic organic chemistry, biochemistry and spectroscopy.
Prerequisite(s): CHM 211 with a grade of "C" or better.

COL 101 COLLEGE ORIENTATION (1-0-1.0)
This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success. Workplace interpersonal and problem-solving skills will be emphasized.

COL 103 COLLEGE SKILLS (3-0-3.0)
This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success.

COL 104 STUDY SKILLS (0-3-1.0)
This course includes selected topics under study skills and student success. Students will clarify their interests, abilities, and career options through leadership, group dynamics, and service learning activities. Through self-assessment, students will also explore career goals, using decision-making and action strategies to meet their personal and educational objectives.

CPT 101 INTRODUCTION TO COMPUTERS (3-0-3.0)
This course covers basic computer history, theory and applications, including word processing, spreadsheets, data bases, and the operating system.
Prerequisite(s): ENG 032*, MAT 032*, RDG 032*
** Transfer credit not accepted if older than five (5) years.

CPT 114 COMPUTERS AND PROGRAMMING (3-0-3.0)
This course introduces computer concepts and programming. Topics include basic concepts of computer architecture, files, memory, and input/output devices.
Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

CPT 118 PROFESSIONAL PRACTICES IN INFORMATION TECHNOLOGY (3-0-3.0)
This course emphasizes the development of interpersonal and technical skills required of entry-level information technology (IT) professionals. Course content includes guidance on building a career toolkit , as well as topics such as projecting a professional image, job seeking skills, ethics and providing good customer service.
Pre-requisite: CPT 114 with a minimum grade of "C."

CPT 168 PROGRAMMING LOGIC AND DESIGN (3-0-3.0)
This course examines problem-solving techniques applied to program design. Topics include a variety of documentation techniques as means of solution presentation.
Prerequisite(s): CPT 114 with a minimum grade of "C."

CPT 170 MICROCOMPUTER APPLICATIONS (3-0-3.0)
This course introduces microcomputer applications software, including word processing, data bases, spreadsheets, graphs and their integration. Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

CPT 172 MICROCOMPUTER DATA BASE (3-0-3.0)
This course introduces microcomputer data base concepts, including generating reports from data base, creating, maintaining and modifying data bases. Prerequisite(s): CPT 101 with a minimum grade of "C."

CPT 174 MICROCOMPUTER SPREADSHEETS (3-0-3.0)
This course introduces the use of spreadsheet software on the microcomputer. Topics include creating, editing, using formulas, using functions, and producing graphs.
Prerequisite(s): CPT 101 with a minimum grade of "C."

CPT 176 MICROCOMPUTER OPERATING SYSTEMS (3-0-3.0)
This course covers operating system concepts of microcomputers, including file maintenance, disk organization, batch files and subdirectory concepts.
Prerequisite(s): CPT 114 with a minimum grade of "C."

CPT 178 SOFTWARE APPLICATIONS (3-0-3.0)
Using electronic spreadsheet and relational data base management software programs, this course focuses on complex microcomputer applications. Prerequisite(s): CPT 101 with a minimum grade of "C."

CPT 179 MICROCOMPUTER WORD PROCESSING (3-0-3.0)
This course introduces microcomputer word processing. Topics include creating, editing, formatting, and printing documents. Prerequisite(s): CPT 101 with a minimum grade of "C."

CPT 185 EVENT-DRIVEN PROGRAMMING (3-0-3.0)
This course introduces the student to development of professional-looking, special purpose windows applications using the graphical user interface of windows.
Prerequisite(s): CPT 168 with a minimum grade of "C."

CPT 202 SQL PROGRAMMING I (3-0-3.0)
This course is an introduction to the writing of basic Structured Query Language (SQL) used in creating tables, inserting data, retrieving data, and manipulating data from database.
Prerequisite: CPT 242 with a minimum grade of "C."

CPT 206 ADVANCED EVENT-DRIVEN PROGRAMMING (3-0-3.0)
This course is a study of advanced techniques for programming with an event-driven language.
Prerequisite(s): CPT 185 with a minimum grade of "C."

CPT 242 DATABASE (3-0-3.0)
This course introduces database models and the fundamentals of database design. Topics include database structure, database processing and application programs which access a database.
Prerequisite(s): CPT 244 with a minimum grade of "C."

CPT 244 DATA STRUCTURES (3-0-3.0)
This course examines data structures widely used in programming. Topics include linked lists, stacks, queues, trees, and sorting and searching techniques. A microcomputer database package will be used.
Prerequisite(s): CPT 114 with a minimum grade of "C."

CPT 252 DIGITAL ANIMATION (2-3-3.0)
This course is the study of basic aspects of computer animation. Topics include frame-by-frame animation, motion paths, tweening, impact and export of objects, including web integrated export, morphing, layering and creating special effects for web use.
Prerequisit(s): ARV 227 with a minimum grade of "C."

CPT 264 SYSTEMS AND PROCEDURES (3-0-3.0)
This course covers the techniques of system analysis, design, development, and implementation.
Prerequisite: CPT 114 with a minimum grade of "C."

CPT 270 ADVANCED MICROCOMPUTER APPLICATIONS (3-0-3.0)
This course emphasizes the integration of popular microcomputer software packages using advanced concepts in microcomputer applications software. Integration of word processing, spreadsheet, database and presentation/graphics production will be emphasized. Topics will include form letters, merging, desktop publishing, financial functions, amortization schedules, data tables, creating and querying worksheet database, templates, customized reports and forms, and importing clips into documents.
Prerequisite(s): CPT 172, CPT 174, CPT 179 with a minimum grade of "C."

CPT 275 COMPUTER TECHNOLOGY SENIOR PROJECT (3-0-3.0)
This course includes the design, development, testing and implementation of an instructor approved project.
Prerequisites: CPT 202 and CPT 206 with a minimum grade of C.

CPT 285 PC HARDWARE CONCEPTS (3-0-3.0)
This course focuses on installing and upgrading microcomputer hardware and identifying malfunctions.
Prerequisite(s): CPT 114 with a minimum grade of "C."

CPT 290 MICROCOMPUTER MULTIMEDIA CONCEPTS AND APPLICATIONS (3-0-3.0)
This course will cover introductory microcomputer multimedia concepts and applications. The course will utilize text, graphics, animation, sound, video and various multimedia applications in the design, development and creation of multimedia presentations.
Prerequisite(s): CGC 101, CPT 170 or CPT 101 with a minimum grade of "C."

All CWE courses require permission of instructor or department chair.
CWE 101 COOPERATIVE WORK EXPERIENCE PREPARATION (1-0-1.0)
This course includes cooperative work experience in an approved setting.

CWE 112 COOPERATIVE WORK EXPERIENCE I (0-10-2.0)
This course includes cooperative work experience in an approved setting.

CWE 113 COOPERATIVE WORK EXPERIENCE I (0-15-3.0)
This course includes cooperative work experience in an approved setting
Prerequisite(s): Department chair approval

CWE 114 COOPERATIVE WORK EXPERIENCE I (0-20-4.0)
This course includes cooperative work experience in an approved setting.

CWE 122 COOPERATIVE WORK EXPERIENCE II (0-10-2.0)
This course includes cooperative work experience in an approved setting.

CWE 123 COOPERATIVE WORK EXPERIENCE II (0-15-3.0)
This course includes cooperative work experience in an approved setting.
Prerequisite(s): Department chair approval

CWE 124 COOPERATIVE WORK EXPERIENCE II (0-20-4.0)
This course includes cooperative work experience in an approved setting.

CWE 131 COOPERATIVE WORK EXPERIENCE III (0-5-1.0)
This course includes cooperative work experience in an approved setting.

CWE 132 COOPERATIVE WORK EXPERIENCE III (0-10-2.0)
This course includes cooperative work experience in an approved setting.

CWE 133 COOPERATIVE WORK EXPERIENCE III (0-15-3.0)
This course includes cooperative work experience in an approved setting.

CWE 134 COOPERATIVE WORK EXPERIENCE III (0-20-4.0)
This course includes cooperative work experience in an approved setting.

CWE 211 COOPERATIVE WORK EXPERIENCE IV (0-5-1.0)
This course includes cooperative work experience in an approved setting.

CWE 212 COOPERATIVE WORK EXPERIENCE IV (0-10-2.0)
This course includes cooperative work experience in an approved setting.

CWE 213 COOPERATIVE WORK EXPERIENCE IV (0-15-3.0)
This course includes cooperative work experience in an approved setting.

CWE 214 COOPERATIVE WORK EXPERIENCE IV (0-20-4.0)
This course includes cooperative work experience in an approved setting.

CWE 222 COOPERATIVE WORK EXPERIENCE IV (0-10-2.0)
This course includes cooperative work experience in an approved setting.

CWE 224 COOPERATIVE WORK EXPERIENCE V (0-20-4.0)
This course includes cooperative work experience in an approved setting.

CWE 231 COOPERATIVE WORK EXPERIENCE VI (0-5-1.0)
This course includes cooperative work experience in an approved setting.

CWE 232 COOPERATIVE WORK EXPERIENCE VI (0-10-2.0)
This course includes cooperative work experience in an approved setting.

CWE 233 COOPERATIVE WORK EXPERIENCE VI (0-15-3.0)
This course includes cooperative work experience in an approved setting.

DAT 110 DENTAL TERMINOLOGY (3-0-3.0)
This course provides a study of dental terminology as it relates to procedures and techniques used in dental assisting.
Prerequisite(s): ENG 032* and RDG 032* or equivalent.

DAT 113 DENTAL MATERIALS (3-3-4.0)
This course is a study of physical and chemical properties of matter and identification, characteristics, and manipulation of dental materials.
Prerequisite(s): Admission into the Expanded Duty Dental Assisting Program.

DAT 115 ETHICS AND PROFESSIONALISM (0-3-1.0)
This course introduces a history of dental assisting, professional associations, scope of service in dentistry, and ethical, legal and professional considerations. The state dental practice act is reviewed.
Prerequisite(s): Admission into Expanded Duty Dental Assisting Program.

DAT 118 DENTAL MORPHOLOGY (2-0-2.0)
This course emphasizes the development, eruption, and individual characteristics of each tooth and surrounding structures.
Prerequisite(s): Admission into the Expanded Duty Dental Assisting Program.

DAT 121 DENTAL HEALTH EDUCATION (2-0-2.0)
This course defines the responsibilities of the dental assistant in individual and community dental health education with emphasis on the etiology of dental disease, methods for prevention, and principles of nutrition in relationship to oral health and preventive dentistry.
Prerequisite(s): Admission into the Expanded Duty Dental Assisting Program.

DAT 122 DENTAL OFFICE MANAGEMENT (2-0-2.0)
This course provides a study of the business aspect of a dental office.
Prerequisite(s): Successful completion of prior program requirements.

DAT 123 ORAL MEDICINE/ORAL BIOLOGY (3-0-3.0)
This course presents a basic study of oral pathology, pharmacology, nutrition, and common emergencies as related to the role of the dental assistant.
Prerequisite(s): Successful completion of prior program requirements.

DAT 124 EXPANDED FUNCTIONS/SPECIALTIES (0-3-1.0)
This course offers practice in performing the expanded clinical procedures designated by the South Carolina State Board of Dentistry.
Prerequisite(s): Successful completion of prior program requirements.

DAT 127 DENTAL RADIOGRAPHY (3-3-4.0)
This course provides the fundamental background and theory for the safe and effective use of x-rays in dentistry. It encompasses the history of x-rays, production and uses of radiation, radiographic film, exposure factors, interpretation of radiographs and radiation hygiene.
Prerequisite(s): Successful completion of prior program requirements.

DAT 154 CLINICAL PROCEDURES I (2-6-4.0)
This course includes preparation to assist a dentist efficiently in four-handed dentistry. Emphasis is on the names and functions of all dental instruments, the principles involved in their use, and the assistant's role in dental instrumentation.
Prerequisite(s): Admission into the Expanded Duty Dental Assisting Program.

DAT 164 CLINICAL PROCEDURES II (0-12-4.0)
This course introduces the instruments and chairside procedures of the dental specialties.
Prerequisite(s): Successful completion of prior program requirements.

DAT 177 DENTAL OFFICE EXPERIENCE (0-21-7.0)
This course consists of practice in the dental office or clinic with rotation of assignments to encompass experiences in office management and clinical experience in all areas of dentistry.
Prerequisite(s): Successful completion of prior program requirements.

DHM 105 DIESEL ENGINES I (3-0-3.0)
This course covers the basic study of diesel engine design and operating principles.

ECD 101 INTRODUCTION TO EARLY CHILDHOOD (3-0-3.0)
This course is an overview of growth and development, developmentally appropriate curriculum, positive guidance techniques, regulations, health, safety and nutrition standards in early care and education. Professionalism, family/cultural values and practical applications based on historical and theoretical models in early care and education are highlighted in the course.

ECD 102 GROWTH AND DEVELOPMENT I (3-0-3.0)
This course is an extensive study of philosophies and theories of growth and development of infants/toddlers. Focus is on "total" development of the child, with emphasis on physical, social, emotional, cognitive, and nutritional areas. Developmental tasks and appropriate activities are explored in the course.
Corequisite(s): ECD 101; Criminal background check, health form, student portfolio information

ECD 105 GUIDANCE-CLASSROOM MANAGEMENT (2-3-3.0)
This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive proactive approach is stressed in the course.
Corequisite(s): ECD 101

ECD 108 FAMILY AND COMMUNITY RELATIONS (3-0-3.0)
This course is an overview of techniques and materials promoting effective family/programs partnerships to foster positive child development. Emphasis is on availability and accessibility of community resources, and on developing appropriate communication skills.
Prequisite(s): ECD 101, ACCM speciality only

ECD 109 ADMINISTRATION AND SUPERVISION (3-0-3.0)
This course is a study of the role and responsibilities of an early childhood administrator. Special focus is on program monetary matters, space management, curriculum, health and food services, and relations among the public, staff and parents.
Prequisite(s): ECD 101, admission in the ACCM speciality only

ECD 131 LANGUAGE ARTS (2-3-3.0)
This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, prereading and prewriting skills through planning, implementation, and evaluation of media, methods, techniques and equipment. Methods of selection, evaluation, and presentation of children's literature are included.
Corequisite(s): ECD 101

ECD 132 CREATIVE EXPERIENCES (2-3-3.0)
In this course the importance of creativity and independence in creative expression are stressed. A variety of age-appropriate media, methods, techniques and equipment are utilized. Students plan, implement, and evaluate instructional activities.
Corequisite(s): ECD 101

ECD 133 SCIENCE AND MATH CONCEPTS (2-3-3.0)
This course includes an overview of pre-number and-science concepts developmentally-appropriate for young children. Emphasis is on the planning, implementation, and evaluation of developmentally-appropriate activities utilizing a variety of methods and materials.
Corequisite(s): ECD 101

ECD 135 HEALTH, SAFETY AND NUTRITION (2-3-3.0)
This course covers a review of health/safety practices recommended for child care and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR, and First Aid. Guidelines and information on nutrition and developmentally-appropriate activities are also studied in the course.
Prerequisite(s): ECD 101
Corequisite(s): AHS 106 or current CPR/First Aid certification upon completion of this course

ECD 200 CURRICULUM ISSUES IN INFANT AND TODDLER DEVELOPMENT (3-0-3.0)
This course is a study of infant and toddler care. Emphasis is on brain development and its implications for caring for infants and toddlers. Planning and teaching strategies as they relate to child development, curriculum and environment are included in the course.
Prerequisite(s): ECD 101, ECD 102, Admission in the Infant/Toddler specialty area only

ECD 201 PRINCIPLES OF ETHICS AND LEADERSHIP IN EARLY CARE AND EDUCATION (3-0-3.0)
This course includes an overview of historical views on leadership and issues and challenges of leadership in early care and education. Emphasis is on current trends and issues. This course also reviews ethical principles as they relate to children, families, colleagues, and the community and society.

ECD 203 GROWTH AND DEVELOPMENT II (3-0-3.0)
This course is an in-depth study of preschool children growing and developing in today's world. Focus is on "total" development of the child with emphasis on physical, social, emotional, cognitive, and nutritional areas of development. Developmental tasks and appropriate activities are explored in the course.
Corequisite(s): ECD 102

ECD 205 SOCIALIZATION AND GROUP CARE OF INFANTS AND TODDLERS (3-0-3.0)
This course is the study of the socialization and group care of infants and toddlers. Emphasis is on guidance and management, understanding behavior, temperament, the importance of routines, primary care and continuity of care, and examining the elements of quality environments.
Prerequisite(s): ECD 101, ECD 102, Admission in the Infant/Toddler specialty area only

ECD 207 INFANTS AND TODDLERS WITH SPECIAL NEEDS (3-0-3.0)
This course provides an overview of the field of infants and toddlers with special needs. Emphasis will be placed on instructional strategies, adaptations, environment, inclusion, etiology, federal legislation, family partnership, multicultural considerations, and optimal development.
Prerequisite(s): ECD 101, ECD 102, Admission in the Infant/Toddler specialty area or the Early Childhood Development-Special Education speciality area.

ECD 237 METHODS AND MATERIALS (3-0-3.0)
This course includes an overview of developmentally-appropriate methods and materials for planning, implementing, and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area.
Prerequisite(s): ECD 101, ECD 102, ECD 105, ECD 131, ECD 132, ECD 133, ECD 135, ECD 203 and completion of a student portfolio

ECD 243 SUPERVISED FIELD EXPERIENCE I (0-9-3.0)
This course includes emphasis on planning, implementing, and evaluating scheduled programs, age appropriate methods, materials, activities, and environments of early childhood principles and practices.
Prerequisite(s): ECD 101, ECD 102, ECD 105, ECD 131, ECD 132, ECD 133,ECD 135, ECD 203 and completion of a student portfolio

ECD 251 SUPERVISED FIELD EXPERIENCES IN INFANT/TODDLER ENVIRONMENT (0-9-3.0)
This course is a study of planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities and environments of infants and toddlers.
Prerequisite(s): ECD 101, ECD 102, ECD 200, ECD 205, ECD 207 and completion of a student portfolio

ECD 257 SUPERVISED FIELD EXPERIENCES IN EARLY CHILDHOOD SPECIAL EDUCATION (0-9-3.0)
This course includes a supervised field experience in a team environment by certified/licensed professionals who monitor and evaluate student's skills in order to work with children who are developmentally delayed.
Prerequisite(s): ECD 101, ECD 102, ECD 203, ECD 207, PSY 214, and completion of a student portfolio

ECO 101 BASIC ECONOMICS (3-0-3.0)
This course is a study of comparative economic systems, forms of business organizations, business operations, and wage and price determination.
Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

****ECO 210 MACROECONOMICS (3-0-3.0)**
This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, business cycles, employment theory and fiscal policy, banking and monetary controls, and the government's role in economic decisions and growth.
Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

****ECO 211 MICROECONOMICS (3-0-3.0)**
This course includes the study of the behavior of households and firms, including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations, and comparative advantage and trade.
Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

EDU 230 SCHOOLS IN COMMUNITIES (4-0-4.0)
This course provides students with a basic understanding of the social, political and historical aspects of diverse educational institutions in American culture with an emphasis on families, schools and communities.
Prerequisite(s): ENG 100*, RDG 100 with a minimum grade of "C."

EEM 105 BASIC ELECTRICITY (1-3-2.0)
This course is a survey of basic electrical principles, circuits, and measurements.

EEM 107 INDUSTRIAL COMPUTER TECHNIQUES (2-0-2.0)
This course is an introduction to microcomputers. Topics include definitions of computer types, hardware and software structure, movement of data, and application of microcomputers.

EEM 109 NCCER CORE CURRICULUM (3-0-3.0)
This is an introductory craft skills course that teaches basic safety, rigging, communication and employability skills. An introduction to hand tools, power tools, blueprints and craft skills math is included.

EEM 117 AC/DC CIRCUITS I (2-6-4.0)
This course is a study of direct and alternating theory, Ohm's Law, series, parallel, and combination circuits. Circuits are constructed and tested.

EEM 118 AC/DC CIRCUITS II (2-6-4.0)
This course is a continuation of the study of direct and alternating current theory to include circuit analysis using mathematics and verified with electrical measurements.

EEM 121 ELECTRICAL MEASUREMENTS (3-0-3.0)
This course covers the basic principles of electrical measuring instruments and how they are used in industries.

EEM 123 SCHEMATICS ANALYSIS (3-0-3.0)
This course covers the interpretation of electrical and electronic schematics, including the mathematical analysis of these circuits.

EEM 145 CONTROL CIRCUITS (3-0-3.0)
This course covers the principles and applications of component circuits and methods of motor control.

EEM 151 MOTOR CONTROLS I (2-6-4.0)
This course is an introduction to motor controls, including a study of the various control devices and wiring used in industrial processes.

EEM 152 MOTOR CONTROLS II (2-6-4.0)
This course is a continuation of the study of motor controls, including additional techniques and control devices.

EEM 162 INTRODUCTION TO PROCESS CONTROL (3-0-3.0)
This course is an introduction to control systems theory and process control characteristics.

EEM 201 ELECTRONIC DEVICES I (2-3-3.0)
This course is a study of the fundamental principles of common electronic devices and circuits. Emphasis is placed on solid-state principles and applications.
Prerequisite(s): EEM 117 or permission

EEM 202 ELECTRONIC DEVICES II (2-3-3.0)
This course is a continuation of the study of electronic devices and circuits. Components and circuit configurations are analyzed to achieve a more comprehensive coverage of electronic devices and circuits.
Prerequisite(s): EEM 117 or permission

EEM 211 AC MACHINES (2-3-3.0)
This course is a study of application, operation, and construction of AC machines.

EEM 221 DC/AC DRIVES (2-3-3.0)
This course covers the principles of operation and application of DC drives and AC drives.
Prerequisite(s): EEM 151 or permission

EEM 231 DIGITAL CIRCUITS I (2-3-3.0)
This course is a study of the logic elements, mathematics, components, and circuits utilized in digital equipment. Emphasis is placed on the function and operation of digital integrated circuit devices.
Prerequisite(s): EEM 117 or permission

EEM 240 BASIC MICROPROCESSORS (3-3-4.0)
This course is a study of basic microprocessor concepts such as microprocessor structure, programming, architecture and interfacing.
Prerequisite(s): EEM 117 or permission

EEM 251 PROGRAMMABLE CONTROLLERS (3-0-3.0)
This course is an introduction to programmable control systems with emphasis on basic programming techniques. A variety of input/output devices and their applications are covered.
Prerequisite(s): EEM 151 or permission

EEM 252 PROGRAMMABLE CONTROLLERS APPLICATIONS (2-3-3.0)
This course covers the application of programmable controller theories and operation procedures. Topics such as interfacing data manipulation and report generation are covered. Programmable controller projects are constructed, operated, and tested.
Prerequisite(s): EEM 151 or permission

EEM 275 TECHNICAL TROUBLESHOOTING (3-0-3.0)
This course consists of a systematic approach to troubleshooting. Techniques used to analyze proper circuit operation and malfunctions are studied.
Prerequisite(s): EEM 202 or permission

EEM 276 APPLIED TROUBLESHOOTING (1-6-3.0)
This course is an application of electronic troubleshooting methods. The student analyzes, troubleshoots, and repairs circuits.
Prerequisite(s): EEM 202 or permission

EET 111 DC CIRCUITS (3-3-4.0)
This course is a study of resistance, voltage, current, power and energy in series, parallel, and series-parallel circuits using Ohm's Law, Kirchhoff's Laws, and circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments.
Prerequisite(s): ENG 100*, MAT 102*, RDG 100*
Corequisite(s): MAT 110

EET 112 AC CIRCUITS (3-3-4.0)
This course is a study of capacitive and inductive reactance and impedance in series, parallel, and series-parallel circuits. It also includes power, power-factors, resonance and transformers. Circuits are analyzed using mathematics and verified using electrical instruments.
Prerequisite(s): ENG 100*, MAT 102*, RDG 100*
Corequisite(s): MAT 110

EET 113 ELECTRICAL CIRCUITS I (4-0-4.0)
This course is a study of direct and alternating currents, covering resistance and impedance in series, parallel and series-parallel circuits using Ohm's Law, Kirchhoff's laws, and basic circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

EET 131 ACTIVE DEVICES (3-3-4.0)
This course is a study of semiconductor theory and principles, diodes and diode circuits, transistors, transistor circuits, and other components. Circuits are modeled, constructed, and tested.
Prerequisite(s): EET 111
Corequisite(s): EET 112

EET 141 ELECTRONIC CIRCUITS (3-3-4.0)
This course is a study of electronic circuits using discrete and integrated devices, including analysis, construction, testing and troubleshooting.
Prerequisite(s): EET 131

EET 145 DIGITAL CIRCUITS (3-3-4.0)
This course is a study of number systems, basic logic gates, Boolean algebra, logic optimization, flip-flops, counters and registers. Circuits are modeled, constructed, and tested.
Prerequisite(s): ENG 100*, MAT 102* or MAT 153*, RDG 100*
Corequisite(s): MAT 110

EET 231 INDUSTRIAL ELECTRONICS (3-3-4.0)
This course is a survey of topics related to industrial application of electronic devices and circuits. The course covers switches, DC and AC motor controls, sensors and transducers, open and closed loop control circuits and voltage converting interfaces. Circuits are constructed and tested.

EET 235 PROGRAMMABLE CONTROLLERS (2-3-3.0)
This course is a study of relay logic, ladder diagrams, theory of operation, and applications. Loading ladder diagrams, debugging, and troubleshooting techniques are applied to programmable controllers.
Prerequisite(s): EET 112

EET 236 PLC SYSTEMS PROGRAMMING (2-3-3.0)
This course covers advanced topics in programmable logic controllers (PLC) systems and programming including timing, conversions, analog operations, PID control, auxiliary commands and functions, and PLC to PLC systems communications.
Prerequisite(s): EET 235

EET 241 ELECTRONIC COMMUNICATIONS (3-3-4.0)
This course is a study of the theory of transmitters and receivers, with an emphasis on the receivers, mixers, IF amplifiers and detectors. Some basis FCC rules and regulations are also covered.
Prerequisite(s): EET 131

EET 251 MICROPROCESSOR FUNDAMENTALS (3-3-4.0)
This course is a study of binary numbers; microprocessor operation, architecture, instruction sets, and interfacing with operating systems; and applications in control, data acquisition, and data reduction and analysis. Programs are written and tested.
Prerequisite(s): EET 145

EET 273 ELECTRONICS SENIOR PROJECT (0-3-1.0)
This course includes the construction and testing of an instructor-approved project.
Prerequisite(s): EET 141

EET 274 SELECTED TOPICS IN ELECTRICAL/ELECTRONICS ENGINEERING TECH (3-0-3.0)
This course is a study of current topics related to electrical electronics engineering technology. Technical aspects of practical applications are discussed.

EGR 102 INTRODUCTION TO INDUSTRIAL/ENGINEERING CAREERS (0-3-1.0)
This course is an overview of a variety of technical careers in the industrial and engineering technologies and the technical skills required for each. Guest speakers, job-site visits, and shadowing experiences will be part of this course.
Prerequisites: ENG 032*, MAT 032*, RDG 032*

EGR 104 ENGINEERING TECHNOLOGY FOUNDATIONS (3-0-3.0)
This problem-based course introduces the student to fundamental concepts of electrical, mechanical, thermal, fluids, optical, and material systems related to engineering technology. Workplace readiness skills such as laboratory safety, communications, and teamwork are integrated into the course.
Prerequisite(s): ENG 032*, MAT 032*, RDG 032*
Corequisite(s): MAT 102

EGR 112 ENGINEERING PROGRAMMING (2-3-3.0)
This course covers interactive computing and the basic concepts of programming. Course elements include the solution of engineering problems using computer applications.
Prerequisite(s): ENG 032*, MAT 032*, RDG 032*
Corequisite(s): MAT 102

EGR 140 COLLABORATIVE PRODUCT DEVELOPMENT (1-6-3.0)
This course provides insight into nonlinear product design processes in which all the people necesary to produce a product work together as a team.

EGR 170 ENGINEERING MATERIALS (2-3-3.0)
This course is a study of the properties, material behaviors, and applications of materials used in engineering structures and products..
Prerequisite(s): MAT 100 or MAT 175

EGR 175 MANUFACTURING PROCESSES (3-0-3.0)
This course includes the processes, alternatives, and operations in the manufacturing environment.
Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

EGR 194 STATICS AND STRENGTH OF MATERIALS (4-0-4.0)
This course covers external and internal forces in structures and/or machines, including conditions of equilibrium, systems of force, moments of inertia and friction. It also covers the stress/strain relationships in materials.
Prerequisite(s): MAT 168

EGR 269 ENGINEERING DISCIPLINES AND SKILLS (1-3-2.0)
This course assists students in selecting an engineering field while studying professionalism, ethics, safety, communications, and career planning. Computers are used to study spreadsheets, obtain graphical solutions to problems, perform on-line tasks, and work on a team design project and report.

EGR 270 INTRODUCTION TO ENGINEERING (3-0-3.0)
(Transfer course) this course covers the applications of computers in engineering practices, including the use of an appropriate operating system, programming in a high level language, spread sheets, and word processing applications.

EGT 104 PRINT READING (3-0-3.0)
This course covers the interpretation of industrial drawings.

EGT 108 ADVANCED PRINT READING AND SKETCHING (2-0-2.0)
This course is a study of the interpretation of complicated drawings. Drafting and sketching techniques are included.
Prerequisite(s): EGT 104

EGT 110 ENGINEERING GRAPHICS I (3-3-4.0)
This course is an introductory course in engineering graphics science which includes beginning drawing techniques and development of skills to produce basic technical drawings.

EGT 123 INDUSTRIAL PRINT READING (1-3-2.0)
This course covers basic print reading and sketching for the industrial trades area. Sketching of geometric shapes and interpretation of working shop drawings are also included.

EGT 150 BASIC CAD (0-6-2.0)
This course covers the basics of computer aided drafting, including hardware, software systems, and operating systems and development of skills for creating and plotting simple technical drawings.

EGT 151 INTRODUCTION TO CAD (3-0-3.0)
This course covers the operation of a computer aided drafting system. The course includes interaction with a CAD station to produce technical drawings.
Prerequisite(s): MAT 032*, RDG 032*, ENG 032*

EGT 152 FUNDAMENTALS OF CAD (3-0-3.0)
This course includes a related series of problems and exercises utilizing the computer graphics station as a drafting tool
Prerequisite(s): EGT 108

EGT 155 INTERMEDIATE CAD (1-3-2.0)
This course covers advanced computer aided drafting skills, including topics such as creating isometrics and script files and customizing menus, text fonts, and hatch fonts to produce advanced drawings.
Prerequisite(s): EGT 150 or EGT 151

EGT 252 ADVANCED CAD - ELECTIVE (2-3-3.0)
This course covers advanced concepts of CAD software and applications.
Prerequisite(s): EGT 150 or EGT 151

EGT 245 PRINCIPLES OF PARAMETRIC CAD (3-0-3.0)
This course is the study of 3D product and machine design utilizing state-of-the-art parametric design software.
Prerequisite: EGT 152

EGT 265 CAD/CAM APPLICATIONS (3-0-3.0)
This course includes applications using CAD/CAM routines.
Prerequisite: EGT 245

EMS 110 BASIC EMERGENCY MEDICAL CARE (3-6-5.0)
This is an introductory course to the health care system and the function, role and responsibility of emergency medical providers within the system. Emphasis is placed on legal and ethical practices and stress management. A team approach is emphasized in the study of the initial assessment and management of illness and injury.
Perquisite: Admission into the Program.
Corequisite: AHS 106 and EMS 202

EMS 111 INTERMEDIATE EMERGENCY CARE (3-6-5.0)
This course is a study of the concepts and skills related to general patient assessment, initial management of life threatening emergencies, airway management, pulmonary ventilation and oxygen administration, the pathophysiology of shock and treatment modalities for the shock syndrome, and pharmacological actions of groups of drugs and fluids. Emphasis is placed on administration of medication and fluid therapy, basic vehicle extrication, and rescue.
Perquisite: In order to enter this courses the student must have completed the EMT-B Certificate OR have current EMT-B Certification or NR EMT-B certification which must be maintained throughout the course.
Corequisite: AHS 102 and EMS 203

EMS 119 EMERGENCY MEDICAL SERVICES OPERATIONS (2-0-2.0)
This course is a multi-faceted approach to theory of EMS operations. Topics nclude expanded provider roles, EMS systems overview, medical/legal aspects, theory of ambulance operations, mass casualty incident management, rescue awareness, crime scenes, terrorism, and weapons of mass destruction.
Prerequisite(s): Successful completion of prior program requirements.
Corequisite(s): EMS 213, EMS 221 and EMS 223

EMS 120 PHARMACOLOGY (2-3-3.0)
This course is a study of concepts related to the pharmacological actions of groups of drugs and includes the development of skills related to the administration of medications and intravenous therapy. Physiology of systems affected drug action is also included in the course.
Prerequisite(s): Admission into the Paramedic Program.
Corequisite(s): EMS 217 and EMS 220.

EMS 202 EMT-BASIC (1-3-2.0)
This course is designed to further develop the knowledge and skills used by EMT-Basics in the field. Topics focus on up-to-date information and technology related to emergency medical care.
Perquisite: Admission in to the Program.
Corequisite: AHS 106 and EMS 110

EMS 203 EMT INTERMEDIATE (1-3-2.0)
This course is designed to further develop the knowledge and skills used by EMT-Intermediates in the field. Topics focus on up-to-date information and technology related to emergency medical care
Perquisite: In order to enter this courses the student must have completed the EMT-B Certificate OR have current EMT-B Certification or NR EMT-B certification which must be maintained throughout the course.
Corequisite: AHS 106 and EMS 111

EMS 210 ADVANCED EMERGENCY MEDICAL CARE I (4-3-5.0)
This course is a study of concepts related to EMS communications, trauma, obstetric/gynecological emergencies, neonatal transport, psychiatric emergencies, central nervous system, GI/GU systems, anaphylaxis, toxilogic emergencies, drug abuse, infectious diseases, geriatric and pediatric patients, and environmentally related emergencies.
Prerequisite(s): Successful completion of prior program requirements.
Corequisite(s): EMS 218, EMS 222, and EMS 224.

EMS 213 ADVANCED EMERGENCY MEDICAL CARE II (3-3-4.0)
This course is a study of the concepts and skills related to care of specific medical problems. Emphasis is placed on the pathophysiology and treatment modalities related to the respiratory system, cardiovascular system and the endocrine system. Concepts related to the classification, therapeutic actions and side effects of common chemotherapeutic agents are emphasized.
Prerequisite(s): Successful completion of prior program requirements.
Corequisite(s): EMS119, EMS 221 and EMS 223.

EMS 217 INTRODUCTION TO ELECTROCARDIOGRAPHY (EKG) (1-3-2.0)
This course covers the basic principles of recognizing and interpreting EKG tracings. Laboratory emphasis is placed on the operation of electrocardiographic equipment. It
also includes rhythm interpretation and treatments of symptomatic cardiac rhythms.
Prerequisite(s): Admission into the Paramedic Program.
Corequisite(s): EMS 120 and EMS 220.

EMS 218 EMS MANAGEMENT SEMINAR (2-0-2.0)
This course covers concepts related to the application of management skills to emergency medical services. Focus is on common problems that occur in the work setting utilizing a problem-solving approach.
Prerequisite(s): Successful completion of prior program requirements.
Corequisite(s): EMS 210, EMS 222, and EMS 224.

EMS 220 PARAMEDIC INTERNSHIP I (0-9-3.0)
This course includes experiences with advanced life support emergency medical service providers.
Prerequisite(s): Admission into the Paramedic Program.
Corequisite(s): EMS 120 and EMS 217.

EMS 221 PARAMEDIC INTERNSHIP II (0-9-3.0)
This course builds on the experiences gained in Paramedic Internship I. Focus is on the student and his/her ability to apply knowledge gained in the classroom during an emergency situation while treating a wide variety of patients in different situations.
Prerequisite(s): Successful completion of prior program requirements.
Corequisite(s): EMS119, EMS 213 and EMS 223.

EMS 222 PARAMEDIC INTERNSHIP III (0-9-3.0)
This course builds on the experiences gained in Paramedic Internship II. Focus is centered on the student's ability to function as the EMS team leader and direct patient care in any emergency situation.
Prerequisite(s): Successful completion of prior program requirements.
Corequisite(s): EMS 210, EMS 218, and EMS 224.

EMS 223 PARAMEDIC CLINICAL I (0-6-2.0)
This course includes hospital clinical experiences in many areas such as the emergency center, surgery, labor and delivery and pediatric centers.
Prerequisite(s): Successful completion of prior program requirements.
Corequisite(s): EMS119, EMS 213 and EMS 221.

EMS 224 PARAMEDIC CLINICAL II (0-6-2.0)
This course builds on skills gained in Paramedic Clinical I and includes continued hospital clinical experiences in many areas such as the emergency center, surgery, labor and delivery and pediatric centers. The student is expected to become proficient in medication administration, IV initiation and patient assessment of all age groups.
Prerequisite(s): Successful completion of prior program requirements.
Corequisite(s): EMS 210, EMS 218, and EMS 222.

ENG 031 DEVELOPMENTAL ENGLISH (3-0-3.0)
Developmental English Basics is intended for students who need assistance with basic writing skills. Based on assessment of students' needs, instruction includes basic grammar and usage, mechanics, sentence structure, and basic writing. Assignments will include the writing of a variety of unified and coherent compositions with evidence of a controlling idea, introduction, body and conclusion.
Corequisite(s): ENG 032

ENG 032 DEVELOPMENTAL ENGLISH (3-0-3.0)
Developmental English is an intensive review of grammar and usage; mechanics of punctuation, spelling, and capitalization; sentence structure; and the writing process. Evidence of planning, organizing, drafting, editing, and revising is emphasized in this course along with a study of different modes of writing for a variety of rhetorical situations.
Corequisite(s): ENG 031 (unless prior credit awarded)

ENG 100 INTRODUCTION TO COMPOSITION (3-0-3.0)
This course is a study of basic writing and different modes of composition and may include a review of usage. A minimum grade of "C" is required for credit. (Non-degree credit)
Prerequisite: ENG 032*

****ENG 101 ENGLISH COMPOSITION I (3-0-3.0)**
This is a (college transfer) course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented. A minimum grade of "C" is required for credit.
Prerequisite(s): RDG 100*; and ENG 100* or ENG 165* with grade of "C" or better.

****ENG 102 ENGLISH COMPOSITION II (3-0-3.0)**
This is a (college transfer) course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis and research. An introduction to literary genre is also included.
Prerequisite(s): ENG 101 with grade of "C" or better.

ENG 110 RHETORIC AND ADVANCED COMPOSITION (3-0-3.0)
This course includes complex readings, emphasizes critical reading and thinking, focuses on persuasion and argumentation, and expands upon students' research and documentation skills.
Prerequisite(s): ENG 101 with grade of "C" or better.

ENG 165 PROFESSIONAL COMMUNICATIONS (3-0-3.0)
This course develops practical written and oral professional communication skills. A minimum grade of "C" is required for credit.
Prerequisite(s): ENG 032*, RDG 032* with grade of "C" or better.

****ENG 201 AMERICAN LITERATURE I (3-0-3.0)**
This course is a study of American literature from the colonial period to the civil war.
Prerequisite(s): ENG 102 with grade of "C" or better.

****ENG 202 AMERICAN LITERATURE II (3-0-3.0)**
This course is a study of American literature from the civil war to the present.
Prerequisite(s): ENG 102 with grade of "C" or better.

****ENG 205 ENGLISH LITERATURE I (3-0-3.0)**
This is a college transfer course in which the following topics are presented: the study of English literature from the old English period to the romantic period with emphasis on major writers and periods.
Prerequisite(s): ENG 102 with grade of "C" or better.

****ENG 206 ENGLISH LITERATURE II (3-0-3.0)**
This is a college transfer course in which the following topics are presented: the study of English literature from the romantic period to the present with emphasis on major writers and periods.
Prerequisite(s): ENG 102 with grade of "C" or better.

****ENG 208 WORLD LITERATURE I (3-0-3.0)**
This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century.
Prerequisite(s): ENG 102 with grade of "C" or better.

****ENG 209 WORLD LITERATURE II (3-0-3.0)**
This course is a study of masterpieces of world literature in translation from the seventeenth century to the present.
Prerequisite(s): ENG 102 with grade of "C" or better.

ENG 228 STUDIES IN FILM GENRE (3-0-3.0)
This course is a critical examination of significant films. Films representing a variety of genres (western, film noir, screwball comedy, etc.) and countries will be viewed and analyzed.
Prerequisite(s): ENG 100*, RDG 100* with grade of "C" or better.

ENG 235 SOUTHERN LITERATURE (3-0-3.0)
This course is a study of the south's intellectual and literary contributions to national and world literature.
Prerequisite(s): ENG 102 with grade of "C" or better.

****ENG 236 AFRICAN AMERICAN LITERATURE (3-0-3.0)**
This course is a critical study of African American literature examined from historical, social and psychological perspectives.
Prerequisite(s): ENG 102 with grade of "C" or better.

ENG 238 CREATIVE WRITING (3-0-3.0)
This course presents an introduction to creative writing in various genres.
Prerequisite(s): ENG 102 with grade of "C" or better.

****ENG 260 ADVANCED TECHNICAL COMMUNICATIONS (3-0-3.0)**
This course develops skills in research techniques and increases proficiency in written and oral technical communications.
Prerequisite(s): ENG 101 with grade of "C" or better.

ENG 265 ADVANCED PROFESSIONAL COMMUNICATIONS (3-0-3.0)
This course emphasizes purpose and audience analysis in determining the appropriate rhetorical mode, language usage, and format in professional communications.
Prerequisite(s): ENG 101 with grade of "C" or better.

ENG 299 SPECIAL TOPICS IN ENGLISH (3-0-3.0)
This course focuses on a specific purpose for, issue in, or type of English, such as South Carolina literature, writing for the Web, or a history of literary censorship in the US.
Prerequisitie(s): ENG 101 with grade of "C" or better.

****FRE 101 ELEMENTARY FRENCH I (4-0-4.0)**
This course consists of a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to French culture.
Prerequisite(s): ENG 100*, RDG 032* with grade of "C" or better.

****FRE 102 ELEMENTARY FRENCH II (4-0-4.0)**
This course continues the development of basic language skills and includes a study of French culture.
Prerequisite(s): FRE 101 with grade of "C" or better.

****FRE 201 INTERMEDIATE FRENCH I (3-0-3.0)**
This course is a review of French grammar with attention given to complex grammatical structures and reading difficult prose.
Prerequisite(s): FRE 102 with grade of "C" or better.

****FRE 202 INTERMEDIATE FRENCH II (3-0-3.0)**
This course continues the review of French grammar with attention given to more complex grammatical structures and reading more difficult prose.
Prerequisite(s): FRE 201 with grade of "C" or better.

****GEO 101 INTRODUCTION TO GEOGRAPHY (3-0-3.0)**
This course is an introduction to the principles and methods of geographic inquiry.
Prerequisite(s): ENG 032*, RDG 032*

****GEO 102 WORLD GEOGRAPHY (3-0-3.0)**
This course includes a geographic analysis of the regions of the world, i.e. North and South America, Europe, Australia and Africa. Diversity of each region is emphasized by examining its physical environment, natural resources, social cultural, economic and political systems.
Prerequisite(s): ENG 032*, RDG 032*

****GER 101 ELEMENTARY GERMAN I (4-0-4.0)**
This course is a study of the four basic language skills: listening, speaking, reading, and writing. The course includes an introduction to German culture.
Prerequisite(s): ENG 100*, RDG 032* with a minimum grade of "C."

****GER 102 ELEMENTARY GERMAN II (4-0-4.0)**
This college course continues the development of the four basic language skills and the study of German culture.
Prerequisite(s): GER 101 with grade of "C" or better.

GER 201 INTERMEDIATE GERMAN I (3-0-3.0)
This course is a review of German grammar with attention given to complex grammatical structures and reading difficult prose.
Prerequisite(s): GER 102 with grade of "C" or better.

GER 202 INTERMEDIATE GERMAN II (3-0-3.0)
This course continues the review of German grammar with attention given to more complex grammatical structures and reading more difficult prose.
Prerequisite(s): GER 201 with grade of "C" or better.

HIM 102 INTRODUCTION TO CODING AND CLASSIFICATION SYSTEMS (1-0-1.0)
This course provides an introduction to classification systems including those such as ICD 9-CM, CPT-IV, DSM-IV, HCPCS, and SNOMED, the role of coding in reimbursement, indexing, and statistics and the beginning foundation of the study of disease and procedural coding.

HIM 105 MEDICAL OFFICE COMMUNICATION AND PRACTICES (3-0-3.0)
This course is the study of the principles of effective medical office communications, with an emphasis on specific job responsibilities and communication skills needed in order to be successful in the health care industry.
Prerequisite: AHS 102 and AOT 141

HIM 110 HEALTH INFORMATION SCIENCE I (3-0-3.0)
This course provides an in-depth study of the content, storage, retrieval, control and retention of health information systems.
Prerequisites: CPT 101 or CPT 114 with a minimum grade of "C" or above.

HIM 115 MEDICAL RECORDS AND THE LAW (3-0-3.0)
This course provides an introduction to the study of laws applicable to the health care field with emphasis in health information practices.
Pre-requisite: BUS 121

HIM 130 BILLING AND REIMBURSEMENT (3-0-3.0)
This course provides an introduction to medical insurance billing and reimbursement practices with emphasis on the primary payers such as Medicare and Medicaid.
Prerequisite(s): AHS 121, HIM 216

HIM 135 MEDICAL PATHOLOGY - (3-0-3.0)
This course is a study of disease processes, general classification of disease, including signs and symptoms, systems affected by disease, diagnostic measures, types of treatment, including surgical and/or chemical intervention, and terminology.
Prerequisite(s): HIM 130, HIM 225

HIM 150 CODING PRACTICUM - (3-0-3.0)
This course provides clinical practice in the application of basic coding and classification system guidelines in selected health care facilities.
Prerequisite(s): HIM 130, HIM 225

HIM 216 CODING AND CLASSIFICATION I – (3-0-3.0)
This course includes a study of disease and procedural coding and classification systems.
Prerequisite(s): AHS 102, AHS 104, HIM 102

HIM 225 CODING AND CLASSIFCATION II (3-0-3.0)
This course includes a study of advanced coding and classification systems.
Prerequisite: HIM 216

****HIS 101 WESTERN CIVILIZATION TO 1689 (3-0-3.0)**
This course is a survey of Western Civilization from ancient times to 1689, including the major political, social, economic, and intellectual factors shaping western cultural tradition.
Prerequisite(s): ENG 100*, RDG 100*

****HIS 102 WESTERN CIVILIZATION POST 1689 (3-0-3.0)**
This course is a survey of Western Civilization from 1689 to the present, including major political, social, economic, and intellectual factors which shape the modern western world.
Prerequisite(s): ENG: 100*, RDG 100*

HIS 104 WORLD HISTORY (3-0-3.0)
This course covers world history from prehistory to circa 1500 A.D., focusing on economic, social, political, and cultural aspects of people before the onset of Western dominance and identifying major patterns and trends which characterized the world in each era.
Prerequisite(s): ENG: 100*, RDG 100*

HIS 105 WORLD HISTORY II (3-0-3.0)
This course covers world history from circa 1500 A.D. to the present, focusing on the development of a system of interrelationships based on western expansion and on the economic, social, political and cultural aspects of each era.
Prerequisite(s): ENG: 100*, RDG 100*

HIS 109 INTRODUCTION TO LATIN AMERICAN CIVILIZATION (3-0-3.0)
This course is an analysis of the political, cultural, and economic forces which have shape the development of institutions and ideas of Spanish and Portuguese America
Prerequisite(s): ENG: 100*, RDG 100*

HIS 112 NONWESTERN CIVILIZATION (3-0-3.0)
This course is a survey of the major developments and characteristics of nonwestern civilization and cultures in Asia, Africa and the Americas.
Prerequisite(s): ENG 100*, RDG 100*

HIS 115 AFRICAN-AMERICAN HISTORY (3-0-3.0)
This course is a study of the history of African-Americans, including African heritage, American history and significant contributions by individuals or groups.
Prerequisite(s): ENG 100*, RDG 100*

****HIS 201 AMERICAN HISTORY: DISCOVERY TO 1877 (3-0-3.0)**
This course is a survey of U.S. History from discovery to 1877. This course includes political, social, economic, and intellectual developments during this period.
Prerequisite(s): ENG 032*, RDG 032*

****HIS 202 AMERICAN HISTORY: 1877 TO PRESENT (3-0-3.0)**
This course is a survey of U.S. History from 1877 to the present. This course includes political, social, economic, and intellectual developments during this period.
Prerequisite(s): ENG 032*, RDG 032*

HOS 101 PRINCIPLES OF FOOD PRODUCTION I (1-6-3.0)
This is an introductory course in food preparation, including kitchen safety and sanitation. Emphasis is placed on the practical presentation of simple foods, terminology and techniques of preparation of nutritious quality food.
Prerequisite(s): ENG 100*, MAT 032*, RDG 100*

HOS 102 PRINCIPLES OF FOOD PRODUCTION II (1-6-3.0)
This course is a study of the preparation of food categories such as sauces, salads, baked products, meats, poultry, vegetables, etc. Special attention is given to presentation and garnishing.
Prerequisite(s): HOS 101

HOS 103 NUTRITION (2-3-3.0)
This course is a study of general nutritional needs of the life cycle, including carbohydrates, proteins, fats, vitamins and minerals. Practical applications for the food service professional are emphasized.
Prerequisite(s): ENG 100*, RDG 100*

HOS 104 INTRODUCTION TO CULINARY ARTS (0-9-3.0)
This survey course introduces students to the world of culinary arts. Students will be exposed to culinary history, culinary organizations and branches of the culinary field that offer different opportunities in the profession. Prerequisite(s): ENG100*, RDG100*

HOS 112 INTRODUCTION TO BAKING SCIENCE (0-3-1.0)
This course is the study of ingredient functions, product identification, weights and measures as they apply to baking. Students learn to identify various types of flours, leaveners, and pastry ingredients that affect the outcomes of their finished baked goods. Prerequisite(s): ENG100*, RDG100*

HOS 115 QUANTITY FOOD PREPARATION (0-15-5.0)
This course is a study of cooking methods and food cost controls for food items prepared in large quantities. Planning and production of meals are included in this course.
Prerequisite(s): HOS102 and HOS119
Corequisite(s): HOS135

HOS 119 INTRODUCTION TO BAKING AND PASTRY (0-9-3.0)
This course introduces baking fundamentals and classical baking techniques in a laboratory setting.
Prerequisite (s):HOS112

HOS 129 STOREROOM AND PURCHASING (1-6-3.0)
This course combines purchasing theory with practical experience in the storeroom. Students develop skills in purchasing, developing requisitions, food transfers, inventory and organization of the storeroom.
Prerequisite(s): HOS104 and HOS155

HOS 135 INTRODUCTION TO DINING ROOM SERVICE (2-3-3.0)
This course introduces the student to the basics of the dining room to include buffet, banquet, tableside and a la carte styles of service.
Prerequisite(s):HOS102 and HOS119
Co-requisite(s): HOS115

HOS 140 THE HOSPITALITY INDUSTRY (3-0-3.0)
This course is a survey of the hospitality industry and the principles of operations of both lodging and food service industries. Prerequisite(s): ENG 100*, RDG 100*

HOS 155 HOSPITALITY SANITATION (2-3-3.0)
This course is a study of local, state and national regulations governing sanitary food handling practices.
Prerequisite(s): ENG 100*, RDG 100*

HOS 156 ALCOHOLIC BEVERAGE SERVICE AND THE LAW (1-0-1.0)
This course provides training intervention procedures to support the responsible service of alcohol. Emphasis is placed on the consequences and legal liabilities of failure to serve alcohol in a responsible manner. Co-requisite(s): HOS129

HRT 101 INTRODUCTION TO HORTICULTURE (3-0-3.0)
This course covers the basic principles of horticulture as it relates to commercial production. It includes a survey of the important areas of horticulture, including nursery production and sales, greenhouse operations, landscaping, turf, fruits, and vegetables.
Prerequisite(s): ENG 032*, RDG 032*

HRT 102 LANDSCAPE DESIGN (3-3-4.0)
This course is a study of landscape design principles and the application of landscape drafting techniques and plant selection to produce a finished landscape plan.
Prerequisite(s): HRT 105, MAT 032*

HRT 104 LANDSCAPE DESIGN AND IMPLEMENTATION (3-0-3.0)
This course is a study of landscape design and drafting as well as landscape installation techniques.
Prerequisite(s): MAT 032* or permission

HRT 105 LANDSCAPE PLANT MATERIALS (3-3-4.0)
This course is a study of plant materials that are used in the southeastern landscaping and nursery trade. Identification of plants by common and scientific nomenclature, characteristics, culture, and use are included.
Prerequisite(s): RDG 032*

HRT 108 ANNUALS AND PERENNIALS (2-0-2.0)
This course is a survey of herbaceous plants, both annual and perennial, which can be grown in local gardens. Emphasis is on form, texture, size, blooming season, color and culture.

HRT 110 PLANT FORM AND FUNCTION (3-3-4.0)
This course is a study of morphology, anatomy, and physiology of higher plants. Emphasis is on plant structure, functions of plant parts, plant processes, plant growth and development, and plant inheritance.
Prerequisite(s): ENG 032*, RDG 100*

HRT 113 PLANT MATERIALS (3-0-3.0)
This course is a study of herbaceous and woody plant materials used in the landscaping and nursery trade.
Prerequisite(s): RDG 032* or permission

HRT 121 COMMERCIAL IRRIGATION (3-0-3.0)
This course examines the use of irrigation in the landscape industry with emphasis on design, equipment suitability, water application procedures, and construction. Design projects and job bidding are also included.
Prerequisite(s): MAT 032* or permission

HRT 125 SOILS (3-3-4.0)
This course is a study of soils and plant nutrition. Emphasis is on physical and chemical properties, water, organic matter and life of soils. Materials and methods for supplying nutrients to horticulture plants are also included.
Prerequisite(s): MAT 032*, RDG 100*

HRT 132 NURSERY OPERATION (2-3-4.0)
This course is a study of nursery and greenhouse operations and management. Operational details of plant production, management, principles and chemical safety are covered.

HRT 139 PLANT PROPAGATION (2-3-3.0)
This course is a study of the fundamental principles and techniques involved in plant propagation.
Prerequisite(s): RDG 032*

HRT 141 HORTICULTURE PEST CONTROL (3-3-4.0)
This course includes a study of the identification and control of insects, diseases, and weeds that are pests of horticultural plants.
Prerequisite(s): MAT 032*, RDG 032*

HRT 144 PLANT PESTS (3-0-3.0)
This course is a study of horticulturally important insects, plant diseases, and weeds. Emphasis is on

identification, prevention, and control.
Prerequisite(s): MAT 032* or permission

HRT 153 LANDSCAPE CONSTRUCTION (3-0-3.0)
This course covers the requirements and techniques of landscape construction. Emphasis is placed on construction of wood, concrete and brick landscape structures. The course includes landscape lighting, water gardening and planting.
Prerequisite(s): MAT 032* or permission

HRT 169 SUSTAINABILITY IN HORTICULTURE (3-0-3.0)
This course emphasizes basic issues affecting sustainability in horticulture environments. Topics include wtaer retention, harvesting, pesticides, noise pollution and energy. Studenst discuss new and current practices in sustainability, and will also identify stuainable pest control products. Emphasis given on preparing students for the South Carolina Environmental Landscape Certification.
Prerequisite(s): ENG 100 and RDG 100 or permission

HRT 200 HORTICULTURE BUSINESS MANAGEMENT (3-0-3.0)
This course is a study of business management practices in horticulture. Customer relations, budget constrictions, employee management, resume development, invoicing, federal and state tax regulations, immigration policy, basic marketing, and governmental laws and regulations are included.

HRT 202 HORTICULTURE CHEMICALS (2-0-2.0)
This course is a study of turf and landscape applications of herbicides, insecticides, growth regulations and fungicides. Emphasis is placed on mode of action, environmental impacts and the strategic and practical use of current and new chemicals in the various turf and landscape industries.

HRT 223 IRRIGATION (3-3-4.0)
This course includes the study and application of the design principles and materials used in horticultural irrigation.
Prerequisite(s): HRT 102

HRT 230 GREENHOUSE TECHNOLOGY (3-3-4.0)
This course is the study of commercial greenhouse production techniques and facility management.
Prerequisite(s): HRT 110, HRT 108, MAT 032*

HRT 241 TURF MANAGEMENT (2-3-3.0)
This course is a study of the identification, use, culture, and maintenance of turf grasses. Emphasis is on the installation and management of turf in residential, commercial, and public areas.
Prerequisite(s): MAT 032*, RDG 032* or permission

HRT 253 LANDSCAPE INSTALLATION (3-3-4.0)
This course is a study of the installation of landscapes, including reading plans, planting, and construction of necessary structures. Instruction in various styles of landscape features and the development of cost estimates and bids are included.
Prerequisite(s): HRT 102

HRT 255 URBAN TREE CARE (3-3-3.0)
This course is a study of selection, installation and maintenance of trees in the urban landscape. Emphasis will be placed on industry standards and municipality requirements. Topics also covered are basic tree anatomy and proper tree pruning and health management.
Prerequisite(s): HRT 105, HRT 110

HRT 256 LANDSCAPE MANAGEMENT (3-3-4.0)
This course is a study of proper grounds management procedures. Landscape maintenance tasks, scheduling, estimating, and bidding are included.
Prerequisite(s): ENG 032*, HRT 105, HRT 125, HRT 141

HRT 270 SPECIAL TOPICS IN HORTICULTURE (3-0-3.0)
This course includes special topics in the area of horticulture.
Prerequisite(s): Permission

HRT 271 SCWE IN HORTICULTURE (0-40-8.0)
This course includes supervised comprehensive work experience in the horticulture industry. Work in a horticulture related position under supervision of the instructor and employer is required.
Prerequisite(s): Permission

HRT 272 HORTICULTURE INTERNSHIP (0-20-4.0)
This course is a horticulture work experience at an approved site under the supervision of a horticulture faculty member and the employer.
Prerequisite(s): Must have completed one year horticulture and/or permission of the department chair.

HSS 101 INTRODUCTION TO HUMANITIES (3-0-3.0)
This course includes an introduction to themes, critical approaches, and major contributors to the humanities.
Prerequisite(s): ENG 100*, RDG 100* with grade of "C" or better.

HSS 111 MYTH AND FOLKLORE OF HISPANIC/LATINO CULTURES (3-0-3.0)
This course introduces myths and folklore, and their influence on arts and culture, of Spanish-speaking peoples.
Prerequisite(s): ENG 100*, RDG 100* with grade of "C" or better.

HSS 205 TECHNOLOGY AND SOCIETY (3-0-3.0)
This course is an investigation of the impact of the 20th century technological changes in America on the individual, society, and the physical environments. A survey of technological advances from ancient times to present will preface the 20th century focus.
Prerequisite(s): ENG 032*, RDG 032*

HSS 299 SPECIAL TOPICS IN HUMANITIES (3-0-3.0)
This course provides an interdisciplinary focus on a theme in humanities (including art, architecture, film, literature, theatre, philosophy, religion, and music).
Prerequisite(s): ENG 100*, RDG 100* with grade of "C" or better.

HUC 110 HEALTH UNIT PROCEDURES I (3-12-7.0)
This course is a study of non-nursing hospital procedures and practical applications in clinical settings as they relate to the coordination of a nursing unit.
Prerequisite(s): AHS 102
Corequisite(s): AHS 170

HUC 120 HEALTH UNIT PROCEDURES II (2-18-8.0)
This course is a study of non-nursing hospital procedures in addition to an anatomy component which includes a systems review. The course also covers practical applications and clinical settings as they relate to the coordination of a nursing unit.
Prerequisite(s): Completion of prior program requirements with a "C" or higher.

HUS 101 INTRODUCTION TO HUMAN SERVICES (3-0-3.0)
This course covers an overview of the field of human services. Role responsibilities, problem, boundaries, and strategies of human service workers are included.
Prerequisite(s): ENG 100*, RDG 100*

HUS 212 SURVEY OF DISABILITIES AND DISORDERS (3-0-3.0)
This course is a survey of the major categories of disabilities and disorders with which the helping professional is most likely to work. These will include, but not be limited to, developmental and psychological disorders, visual and hearing impairment and physical disabilities resulting from injury or disease.

HUS 213 DEVELOPMENTAL DISABILITIES PROGRAM PLANNING (3-0-3.0)
This course explores the range of services that people with disabilities and their families currently use and the laws that both establish and regulate those services.

IDS 101 HUMAN THOUGHT AND LEARNING (3-0-3.0)
This course explores the principles, methods, and applications of human thought and learning, including such topics as attention, information processing, problem-solving, hypothesis testing, memory, argumentation, learning theory, and cognitive awareness.
Prerequisite(s): ENG 032*, RDG 032*

IDS 104 CAREER EXPLORATION (1-0-1.0)
This course is the study and application of career assessment and planning, job search, and employability skills in preparation for transition in the workplace. (Note: This course is designed to plan and assess skills in math, writing, and reading in preparation for transition to teacher education programs. The simulated Praxis I test preparation test will enable students to identify and build skills for the ETS Praxis I test.)

IMT 102 INDUSTRIAL SAFETY (2-0-2.0)
This course covers safety awareness and practices found in industry. This course offers not only college credit but also an opportunity for National Certification with NCCER for module 32101.

IMT 103 PRECISION MEASURING (1-3-2.0)
This course covers the use of various precision measuring instruments commonly used in industry.

IMT 104 SCHEMATICS (2-0-2.0)
This course covers the interpretation of mechanical, fluid power, and/or electrical schematics. This course offers not only college credit but also an opportunity for National Certification with NCCER for modules 15202 and 15203.

IMT 108 INTRODUCTION TO INDUSTRIAL TECHNOLOGY (1-3-2.0)
This course will provide information needed to help in choosing a career in selected industrial areas. The student will be subjected to some of the tasks and skills that would be expected of a person working in the field.

IMT 110 INDUSTRIAL INSTRUMENTATION (2-3-3.0)
This course covers fundamentals of pressure, flow, level and temperature instrumentation.

IMT 112 HAND TOOL OPERATIONS (2-3-3.0)
This course covers the use of hand tools and their applications in industrial and service areas. This course offers not only college credit but also an opportunity for National Certification with NCCER for module 32512.

IMT 120 MECHANICAL INSTALLATIONS (3-6-5.0)
This course covers techniques of assembling, rigging and installation and/or maintenance of mechanical equipment. This course offers not only college credit but also an opportunity for National Certification with NCCER for module 00106.

IMT 124 PUMPS (1-3-2.0)
This course covers packing, seals, couplings, and alignment of pumps. This course offers not only college credit but also an opportunity for National Certification with NCCER for modules 32312 and 32505.

IMT 131 HYDRAULICS AND PNEUMATICS (3-3-4.0)
This course covers the basic technology and principles of hydraulics and pneumatics. This course offers not only college credit but also an opportunity for National Certification with NCCER for modules 32313, 32314, 32504 and 32506.

IMT 160 PREVENTIVE MAINTENANCE (1-6-3.0)
This course covers preventive maintenance techniques. This course offers not only college credit but also an opportunity for National Certification with NCCER for module 32501.

IMT 161 MECHANICAL POWER APPLICATIONS (2-6-4.0)
This course covers mechanical transmission devices, including procedures for installation, removal, and maintenance. This course offers not only college credit but also an opportunity for National Certification with NCCER for modules 32212, 32306, 32308, 32309 and 32407.

IMT 170 STATISTICAL PROCESS CONTROL (3-0-3.0)
This course is a study of the concepts and charts used in quality control. This course offers not only college credit but also an opportunity for National Certification with NCCER for modules PM 311 and MT 204.

IMT 171 MANUFACTURING SKILLS STANDARDS COUNCIL CERTIFICATION I (0-3-1.0)
This course is a study of manufacturing safety as one of four key portable production skills associated with MSSC certification. Students will learn how to perform safety and environmental inspections, and how to offer procedural suggestions that support safety in the manufacturing work environment.

IMT 172 MANUFACTURING SKILLS STANDARDS COUNCIL CERTIFICATION I I (0-3-1.0)
This course is a study of quality and continuous improvement as one of four key manufacturing portable production skills associated with MSSC certification. Students will learn how to inspect materials and processes, and take corrective actions to restore or maintain quality.

IMT 173 MANUFACTURING SKILLS STANDARDS COUNCIL CERTIFICATION III (0-3-1.0)
This course is a study of manufacturing processes and production as one of four key portable production skills associated with MSSC certification. Students will examine the entire production process cycle including resource availability, product specifications, and shipping/distribution.

IMT 174 MANUFACTURING SKILLS STANDARDS COUNCIL CERTIFICATION IV (0-3-1.0)
This course is a study of maintenance awareness as one of four key manufacturing portable production skills associated with MSSC certification. Topics include potential maintenance issues with basic production systems, preventive maintenance, and routine repairs.

IST 201 CISCO INTERNETWORKING CONCEPTS (3-0-3.0)
This course is a study of current and emerging computer networking technology. Topics covered include safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, cabling, cabling tools, Cisco routers, router programming, star topology, IP addressing and network standards.
Prerequisite(s): ENG 100*, IST 220 with a minimum grade of "C" or permission from department chair.

IST 202 CISCO ROUTER CONFIGURATION (3-0-3.0)
This course is a study of LANs, WANs, OSI models, ethernet, token ring, fiber distributed data interface TCP/IP addressing protocol, dynamic routing, routing and the network administrator's role and function.
Prerequisite(s): IST 201 with a minimum grade of "C."

IST 203 ADVANCED CISCO ROUTER CONFIGURATION (3-0-3.0)
This course is a study of configuring Cisco routers.
Prerequisite(s): IST 202 with a minimum grade of "C."

IST 204 CISCO TROUBLESHOOTING (3-0-3.0)
This course is a study of troubleshooting network problems.
Prerequisite(s): IST 203 with a minimum grade of "C."

IST 220 DATA COMMUNICATIONS (3-0-3.0)
This course is a study of the fundamentals of data communications, basic signaling, networking and various transmission media are covered.
Prerequisite(s): ENG 032*, MAT 032*, RDG 032*

IST 222 INTRODUCTION TO WEB PAGE PRODUCTION (3-0-3.0)
This course is designed to develop skills in using common office and web development software to produce webpage content.
Prerequisite(s): CPT 114 with a minimum grade of "C."

IST 238 ADVANCED TOOLS FOR WEBSITE DESIGN (3-0-3.0)
This course is a study of an advanced (fourth generation) web authoring tool (such as Dreamweaver) to develop increased efficiency and sophistication in website design and web project management.
Corequisite(s) or Prerequisite(s): IST 222 with a minimum grade of "C."

IST 261 ADVANCED NETWORK ADMINISTRATION (3-0-3.0)
This course is an advanced study of the networking operating system. Topics include installation upgrades, IP services, internet infrastructure, advanced server management and security, NDS management, and server optimization.
Prerequisite(s): CPT 176, CPT 285 and IST 220 with a minimum grade of "C."

IST 290 SPECIAL TOPICS IN INFORMATION SCIENCES (3-0-3.0)
This course covers special topics in information sciences technologies.
Prerequisite(s): IST 204 with a minimum grade of "C."

IST 293 IT AND DATA ASSURANCE I (3-0-3.0)
This course introduces the basics of network security. Topics covered will include network vulnerabilities and threats, security planning, security technology, network security organization, as well as legal and ethical issues related to network security.
Prerequisite(s): CPT 114 and IST 220 with a minimum grade of "C."

ITP 101 INTRODUCTION TO INTERPRETING (3-0-3.0)
This course introduces the profession of interpreting, the role and function of an interpreter, the national Registry of Interpreters for the Deaf Code of Ethics and professionalism. This course also introduces the basic theories, principles and practices of interpreting, physical factors, techniques, compensation and certification process.
Prerequisite(s): ENG 100

ITP 104 INTERPRETING IN EDUCATIONAL SETTINGS (3-0-3.0)
The course will reinforce basic theories and techniques as related to mainstream educational settings K-12 and post-secondary.
Prerequisite(s): ITP 101

ITP 106 LINGUISTICS OF AMERICAN SIGN LANGUAGE (3-0-3.0)
This course consists of a study of the structure, grammar, and syntax of American Sign Language.
Prerequisite(s): ASL 102 or equivalent

ITP 110 DISCOURSE ANALYSIS (3-0-3.0)
This course provides an introduction to discourse analysis of both ASL and English. Students will study general discourse issues as well as topics specific to ASL and spoken English. This course also outlines implications for accurate interpretation in analyzing the source and target languages.
Prerequisite(s): ASL 202 or approval of the Interpreter Training Program Director.

ITP 112 TRANSLATION (3-0-3.0)
This course is an introduction to the study of meaning-based translation between ASL and English texts. Provides an extensive discussion of problems encountered in the translation process between the two languages.
Prerequisite(s): ASL 202 or approval of the Interpreter Training Program Director.

ITP 201 DEAF HISTORY AND CULTURE (3-0-3.0)
This course studies the history and culture of Deaf people-exploring language, education, and community and attitudinal changes toward Deaf people as a minority.
Prerequisite(s): ENG 032*, RDG 032*

ITP 204 ENGLISH TO ASL INTERPRETING I (2-3-3.0)
This course introduces the concept of interpreting. It establishes principles of transferring information from one language to another. Students will begin to apply these principles by interpreting in consecutive mode.
Prerequisite(s): ITP 110 or approval of the Interpreter Training Program Director.

ITP 205 ENGLISH TO ASL INTERPRETING II (2-3-3.0)
This course provides advanced studies in interpreting between spoken English and American Sign Language. It focuses on enhancing processing skills. Students will use consecutive and simultaneous forms of interpreting.
Prerequisite: ITP 204.

ITP 206 ASL TO ENGLISH INTERPRETING I (2-3-3.0)
This course teaches the student to take the source signed message in ASL or contact varieties to the target language of spoken English. It features both instruction and practical application in simulated situations. Students will develop their use of register, word choice and intonation.
Prerequisite(s): SPC 205, ITP 110 or approval of the Interpreter Training Program Director.

ITP 207 ASL TO ENGLISH INTERPRETING II (2-3-3.0)
This course offers advanced studies in sign to voice interpreting. It features both consecutive and simultaneous interpreting methods. Students will continue developing their use of register, word choice and intonation while focusing on accurate interpretation of source language intent.
Prerequisite(s): ITP 206

ITP 212 INTERPRETING IN SPECIAL SETTINGS (3-0-3.0)
This course will cover basic theories for community interpreting in specialized settings and adapt the techniques used to individual consumer needs.
Prerequisite(s): ITP 110

ITP 214 BUSINESS PRACTICES FOR INTERPRETING (3-0-3.0)
This course will explore various aspects of being a working community interpreter such as working with interpreting services, pricing and costs, community agencies, tax advantages and planning, protecting oneself physically, current practices of interpreting services, and how they impact the independent contractor.
Prerequisite(s): ITP 110

ITP 240 INTERPRETING INTERNSHIP (1-6-3.0)
This course allows students to gain practical experience assuming the role of a professional interpreter in a structured setting with on-going feedback from a professional interpreter.
Prerequisite(s): Permission of Interpreter Training Program Director (This course is taken during the student's last semester with the approval of the Interpreter Training Program Director.)

MAT 031 DEVELOPMENTAL MATHEMATICS BASICS (3-0-3.0)
Developmental Mathematics Basics is intended for students who need assistance in basic arithmetic skills. Based on assessment of student needs, instruction includes performing the four arithmetic operations with whole numbers, fractions, decimals and percents. Application skills are stressed.
Corequisite(s): MAT 032

MAT 032 DEVELOPMENTAL MATHEMATICS (3-0-3.0)
Developmental Mathematics includes a review of arithmetic skills, and focuses on the study of measurement and geometry, basic algebra concepts, and data analysis. Application skills are emphasized.
Corequisite(s): MAT 031 (unless prior credit awarded)

MAT 101 BEGINNING ALGEBRA (3-0-3.0)
This course includes the study of rational numbers and their applications, operations with algebraic expressions, linear equations and applications, linear inequalities, graphs of linear equations, operations with exponents and polynomials and factoring. (MAT 101 equates to MAT 152.)
Prerequisite(s): MAT 032*, RDG 032*

MAT 102 INTERMEDIATE ALGEBRA (3-0-3.0)
This course includes the study of linear systems and applications; quadratic expressions, equations, functions and graphs; and rational and radical expressions and functions. (MAT 102 equates to MAT 153.)
Prerequisite(s): ENG 032*, RDG 100*, MAT 101* or MAT 152* with a minimum grade of "C."

****MAT 110 COLLEGE ALGEBRA (3-0-3.0)**
This course includes the following topics: polynomial, rational, logarithmic and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; and solutions of higher degree polynomials.
Prerequisite(s): MAT 102* or MAT 153* with a minimum grade of "C."

****MAT 111 COLLEGE TRIGONOMETRY (3-0-3.0)**
This course includes the following topics: trigonometric functions; trigonometric identities; solution of right and oblique triangles; solution of trigonometric equations; polar coordinates; complex numbers, including DeMoivre's theorem; vectors; conic sections; and parametric equations.
Prerequisite(s): MAT 110* with a minimum grade of "C."

****MAT 120 PROBABILITY AND STATISTICS (3-0-3.0)**
This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variables, counting problems, binomial and normal distributions, central limit theorem, confidence intervals, and test hypothesis for large and small samples; types I and II errors; linear regression; and correlation.
Prerequisite(s): MAT 102* or MAT 153* with a minimum grade of "C."

****MAT 130 ELEMENTARY CALCULUS (3-0-3.0)**
This course includes the following topics: differentiation and integration of polynomials; rational, logarithmic, and exponential functions; and interpretation and application of these processes. [Designed for non-science majors.] Credit not awarded in major courses for both MAT 130 and 140.
Prerequisite(s): MAT 110* with a minimum grade of "C."

MAT 132 DISCRETE MATH (3-0-3.0)
This course includes the following topics: mathematical logic and proofs, set operations; relations and digraphs; functions; recurrence relations; and combinatorics.
Prerequisite(s): MAT 109 or MAT 110 with a minimum grade of "C."

****MAT 140 ANALYTICAL GEOMETRY AND CALCULUS I (4-0-4.0)**
This course includes the following topics: derivatives and integrals of polynomials; rational, logarithmic, exponential, trigonometric, and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry. [Designed for science, math and engineering majors.] Credit not awarded in major courses for both MAT 130 and 140.
Prerequisite(s): MAT 111* with a minimum grade of "C."

****MAT 141 ANALYTICAL GEOMETRY AND CALCULUS II (4-0-4.0)**
This course includes the following topics: continuation of calculus of one variable, including analytic geometry, techniques of integration, volumes by integration, and other applications; infinite series, including Taylor series and improper integrals.
Prerequisite(s): MAT 140 with a minimum grade of "C."

MAT 152 ELEMENTARY ALGEBRA (5-0-5.0)
This course includes the following topics: operations with signed numbers and algebraic expressions; solving linear equations; factoring; and an introduction to graphing. (MAT 152 equates to MAT 101.)
Prerequisite(s): MAT 032*, RDG 032*

MAT 153 ELEMENTARY ALGEBRA II (5-0-5.0)
This course includes the following topics and properties of numbers, fundamental operations with algebraic expressions; polynomials, systems of equations; ratio and proportion; factoring; functions, graphs; solutions of linear inequalities; and linear and quadratic equations. (MAT 153 equates to MAT 102.)
Prerequisite(s): ENG 032*, RDG 100*, MAT 101* or MAT 152* with a minimum grade of "C."

MAT 155 CONTEMPORARY MATHEMATICS (3-0-3.0)
This course includes techniques and applications of the following topics: properties of and operations with real numbers, elementary algebra; consumer mathematics; applied geometry; measurement; graph sketching and interpretations; and descriptive statistics.
Prerequisite(s): MAT 032*, RDG 032*

MAT 160 MATH FOR BUSINESS AND FINANCE (3-0-3.0)
This course includes the following topics: commissions, mark-on, depreciation, interest on unpaid balances, compound interest, payroll, taxes, and graphs.
Prerequisite(s): MAT 032*, RDG 032*

MAT 168 GEOMETRY AND TRIGONOMETRY (3-0-3.0)
This course includes the following topics: points, lines, angles and angle measure; triangles; polygons; circles; geometric solids; trigonometric solution of triangles; graph of the sine function; and vectors.
Prerequisite(s): MAT 101* or MAT 152*

MAT 211 MATH FOR ELEMENTARY EDUCATION I (3-0-3.0)
This course includes the following topics: logic, set theory, properties of and operations on counting numbers, integers, rational numbers, and real numbers.
Prerequisite(s): ENG 100*, RDG 100*, MAT 102* or MAT 153* with a minimum grade of "C."

MAT 212 MATH FOR ELEMENTARY EDUCATION II (3-0-3.0)
This course includes the following topics: basic algebra, introductory geometry, probability, and statistics.
Prerequisite(s): ENG 100*, RDG 100*, MAT 102* or MAT 153* with a minimum grade of "C."

MAT 215 GEOMETRY (3-0-3.0)
This course includes the following topics: Euclidean geometry of points, lines, triangles, circles, and polygons; right triangle trigonometry; and analytical geometry of the straight line. (This course is designed primarily for elementary teachers.)
Prerequisite(s): ENG 100*, RDG 100*, MAT 102* or MAT 153* with a minimum grade of "C."

MAT 220 ADVANCED STATISTICS (3-0-3.0)
This course includes the following topics: estimation of parameters; formulation and testing of hypotheses; multiple and non-linear regression; correlation; contingency tables; analysis of variance; special distributions; introduction to non-parametric statistics.
Prerequisite: MAT 120 with a minimum grade of "C."

****MAT 240 ANALYTIC GEOMETRY AND CALCULUS III (4-0-4.0)**
This course includes the following topics: multivariable calculus including vectors; partial derivatives and their applications to maximum and minimum problems with and without constraints; line integrals; multiple integrals in rectangular and other coordinates; Stokes' and Green's theorems.
Prerequisite: MAT 141 with a minimum grade of "C."

****MAT 242 DIFFERENTIAL EQUATIONS (4-0-4.0)**
This course includes the following topics: solutions of linear and elementary non-linear differential equations by standard methods with sufficient linear algebra to solve systems; applications; series; Laplace transform; and numerical methods
Prerequisite: MAT 141 with a minimum grade of "C."

MED 102 INTRODUCTION TO THE MEDICAL ASSISTING PROFESSION 11 (2-0-2.0)
Introduction to the profession of Medical Assisting, the legal and ethical concepts related to Medical Assisting, and medical terminology used in the medical office.
Prerequisite(s): Admission into the Medical Assisting Program.

MED 109 MEDICAL BUSINESS RECORDS (3-0-3.0)
This course provides a study of record keeping procedures utilized in physician's offices and other clinical facilities. Prerequisite(s): AHS 102 and AOT 141

MED 111 MEDICAL ASSISTING ADMINISTRATION (1-6-3.0)
This course provides a study of medical insurance, coding and transcription of medical reports.
Prerequisite(s): Successful completion of prior program requirements.

MED 113 BASIC LABORATORY TECHNIQUES (2-3-3,0)
This course provides a study of laboratory techniques for related laboratory procedures routinely performed in medical offices.
Prerequisites(s): Admission into the Medical Assisting Program.

MED 114 MEDICAL ASSISTING CLINICAL PROCEDURES (2-6-4.0)
This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures. Prerequisite(s): Successful completion of prior program requirements.

MED 116 MEDICAL OFFICE LAB PROCEDURES II (3-3-4,0)
This course provides a continued study of laboratory techniques for related laboratory procedures routinely performed in medical offices.
Prerequisites(s): Successful completion of prior program requirements.

MED 118 PHARMACOLOGY FOR THE MEDICAL ASSISTANT (3-3-4.0)
This course provides a study of medical office pharmacology and drug calculations along with medication preparation and administration.
Prerequisite(s): Successful completion of prior program requirements.

MED 120 MEDICAL ASSISTANT EMERGENCY PREPAREDNESS (1-3-2.0)
This course provides instruction on critical elements of emergency preparedness in the medical office as well as community response in a bioemergency or natural disaster.
Prerequisites(s): Successful completion of prior program requirements.

MED 124 MEDICAL COMPUTER PRACTICUM (2-3-3.0)
This course covers the use of medical software for accounting, billing and patient records.
Prerequisites(s): Admission into the Medical Assisting Program.

MED 158 CLINICAL OFFICE EXPERIENCE (2-18-8.0)
This course provides practical experience in a physician's office or other selected medical facilities.
Prerequisites(s): Successful completion of prior program requirements.

MET 101 BASIC MEASURING PRINCIPLES (0-3-1.0)
This course covers the theory and practical application of basic measuring instruments used in a modern inspection

MET 224 HYDRAULICS AND PNEUMATICS (2-3-3.0)
This course covers basic hydraulics and pneumatic principles and circuits. System components such as pumps, compressors, piping, valves, cylinders, fluid motors, accumulators and receivers are discussed.

MET 227 INSTRUMENTATION PRINCIPLES (2-0-2.0)
This course covers the selection, application and calibration of valves, sensors, transmitters, recorders, and other devices used to measure and control fluid level, pressure, flow, density, temperature, and humidity in an industrial environment.

MET 229 INDUSTRIAL INSTRUMENTATION (2-3-3.0)
This course covers the operation and analysis of instruments used to measure pressure, temperature, level and flow.

MET 236 PPROCESS CONTROL PRINCIPLES (3-0-3.0)
This course covers the mechanisms and operation of typical pneumatic and electronic analog control equipment.

MGT 101 PRINCIPLES OF MANAGEMENT (3-0-3.0)
This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling. Emphasis is placed on supervisory principles and techniques required to effectively manage human resources in an organization.
Prerequisite(s): ENG 032*, RDG 032* with a minimum grade of "C."

MGT 110 OFFICE MANAGEMENT (3-0-3.0)
This course is a study of various approaches to office organization and management, personnel selection and training and ergonomics in the modern office. Additional topics will include leadership, decision making and motivation skills as well as work force diversification issues.
Prerequisite(s): AOT 134
Corequisite(s) or Prerequisite(s): CPT 101 with a minimum grade of "C."

MGT 150 – FUNDAMENTALS OF SUPERVISION (3-0-3.0)
This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized.
Prerequisite(s): ENG 032*, MAT 032*, RDG 032* with a minimum grade of "C."

MGT 201 HUMAN RESOURCE MANAGEMENT (3-0-3.0)
This course is a study of personnel administration functions within a business organization. Major areas of study include job analysis, recruitment, selection and assessment of personnel; and wage, salary and benefit administration. Labor union relations will also be covered.
Prerequisite(s): MAT 032*, MGT 101 with a minimum grade of "C."

MGT 230 MANAGING INFORMATION RESOURCES (3-0-3.0)
This course is a study of the development, use and management of information resources and systems in business and industry. Prerequisite(s): CPT101 or CPT114

MGT 255 ORGANIZATIONAL BEHAVIOR (3-0-3.0)
This course is the study of effective individual and group behavior in an organization to maximize productivity, and psychological and social satisfaction. Areas to be included are effective communication in leadership and decision-making, organizational culture, management's role in motivating employees, and the need for change.
Prerequisites: MGT 101

MGT 290 – SCWE IN MANAGEMENT (3-0-3.0)
This course is an application of management skills at an approved site.
Pre-requisite: Approval of the instructor

MKT 101 MARKETING (3-0-3.0)
This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion, and marketing distribution. Other topics will include consumer psychology, research and information systems, advertising and legislative considerations.
Prerequisite(s): ENG 032*, RDG 032* with a minimum grade of "C."

MKT 110 RETAILING (3-0-3.0)
This course is a study of the importance of retailing in American business and covers the concepts of store location, layout, merchandising, display, pricing, inventory control, promotional programs and profit management. Demographics as it relates to retailing is also discussed.
Prerequisite(s): MAT 032*, ENG 032*, RDG 032* with a minimum grade of "C"

MKT 120 SALES PRINCIPLES (3-0-3.0)
This course is a study of the personal selling process with special emphasis on determining customer needs and developing effective communications and presentation skills.
Prerequisite(s): MAT 032*, ENG 032*, RDG 032* with a minimum grade of "C."

MKT 123 EVENT PLANNING AND PROMOTION (3-0-3.0)
This course is a study of the planning and implementation of special events with emphasis on sponsorship solicitation, permit applications, logistics, applicable laws, and special event promotion.
Prerequisites: ENG 032, MAT 032, RDG 032

MKT 135 CUSTOMER SERVICE TECHNIQUES (3-0-3.0)
This course is a study of the techniques and skills required for providing customer service excellence, including illustrations to turn customer relations into high standards of customer service, satisfaction, and repeat sales.
Prerequisite(s): MAT 032*, ENG 032*, RDG 032* with a minimum grade of "C."

MKT 221 SALES STRATEGIES (3-0-3.0)
This course is a study of the organization and function of sales management with emphasis on sales forecasting and the hiring and training of sales personnel.
Prerequisite(s): ENG 032*, RDG 032* with a minimum grade of "C."

MKT 240 ADVERTISING (3-0-3.0)
This course is a study of the role of advertising in the marketing of goods and service, including types of advertising, media, how advertising is created, agency functions, and regulatory aspects of advertising.
Prerequisites: ENG 032, MAT 032, RDG 032

MKT 245 PROMOTIONAL STRATEGIES (3-0-3.0)
This course is a study of promotion activities focusing on coordinating an effective marketing campaign

for a product or business with promotion strategies planned and used to influence consumers, trade intermediaries and sales forces.
Prerequisite(s): MKT 101 with a minimum grade of "C."

MKT 260 MARKETING MANAGEMENT (3-0-3.0)
This course is a study of the marketing system from the decision-maker's view, including how marketing strategies are planned and utilized in the market place.
Prerequisite(s): MGT 101, MKT 101 with a minimum grade of "C."

MLT 101 INTRODUCTION TO MEDICAL LABORATORY TECHNOLOGY (1-3-2.0)
This course provides an introduction to laboratory medicine, including techniques for routine laboratory procedures, medical terminology, safety and an overview of each area within the laboratory.
Prerequisite(s): Admission into the Medical Laboratory Technology Program.

MLT 105 MEDICAL MICROBIOLOGY (3-3-4.0)
This course provides a survey of organisms encountered in the clinical microbiology laboratory, including sterilization and disinfection techniques.
Prerequisite(s): Admission into the Medical Laboratory Technology Program.

MLT 108 URINALYSIS AND BODY FLUIDS (2-3-3.0)
This course introduces the routine analysis and clinical significance of urine and other body fluids.
Prerequisite(s): Successful completion of prior program requirements.

MLT 110 HEMATOLOGY (3-3-4.0)
This course provides a study of the basic principles of hematology, including hemoglobins, hematocrit, white and red cell counts, and identification of blood cells.
Prerequisite(s): Successful completion of prior program requirements.

MLT 115 IMMUNOLOGY (2-3-3.0)
This course provides a study of the immune system, disease states and the basic principles of immunological testing.
Prerequisite(s): Admission into the Medical Laboratory Technology Program.

MLT 120 IMMUNOHEMATOLOGY (3-3-4.0)
This course introduces the theory and practice of blood banking, including the ABO, Rh and other blood group systems, compatibility testing, and HDN. .
Prerequisite(s): Successful completion of prior program requirements.

MLT 130 CLINICAL CHEMISTRY (3-3-4.0)
This course focuses on the study of nutritional, functional and excretional chemicals in blood and body fluids, including testing techniques and clinical significance.
Prerequisite(s): Successful completion of prior program requirements.

MLT 205 ADVANCED MICROBIOLOGY (3-3-4.0)
This course provides a detailed study of microorganisms and the currently accepted procedures for identification of these microorganisms in the clinical laboratory.
Prerequisite(s): Successful completion of prior program requirements.

MLT 210 ADVANCED HEMATOLOGY (3-3-4.0)
This course provides a study of the diseases of blood cells and other hematologic procedures including coagulation.
Prerequisite(s): Successful completion of prior program requirements.

MLT 219 CLINICAL INSTRUMENTATION (2-3-3.0)
This course focuses on advanced theory, principles, and instrument techniques used in clinical chemistry.
Prerequisite(s): Successful completion of prior program requirements.

MLT 241 MEDICAL LAB TRANSITION (3-0-3.0)
This course correlates laboratory procedures and concepts with emphasis on higher level cognitive applications.
Prerequisite(s): Successful completion of prior program requirements.

MLT 251 CLINICAL EXPERIENCE I (0-15-5.0)
This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.
Prerequisite(s): Successful completion of prior program requirements.

MLT 252 CLINICAL EXPERIENCE II (0-15-5.0)
This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.
Prerequisite(s): Successful completion of prior program requirements.

MLT 270 CLINICAL APPLICATIONS (3-27-12.0)
This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.
Prerequisite(s): Successful completion of prior program requirements.

MMT 101 INTRODUCTION TO MATERIALS MANAGEMENT (3-0-3.0)
This course is a study of the materials management function, including purchasing. Topics address terminology relationships of various disciplines of the materials management and the business environments where materials management is applicable.
Prerequisite(s): ENG 032*, RDG 032*

MTH 105 INTRODUCTION TO KINESIOLOGY (3-0-3.0)
This course introduces a musculoskeletal and neurological anatomy and concepts of kinesiology needed in physical therapy.
Prerequisite(s): Successful completion of prior program requirements.

MTH 120 INTRODUCTION TO MASSAGE (3-3-4.0)
A comprehensive introduction to therapeutic massage including history, theories, benefits, contraindications, ethical considerations and S.C. law for licensure. Swedish techniques are introduced.
Prerequisite(s): Admission into the Therapeutic Massage Program.

MTH 121 PRINCIPLES OF MASSAGE I (3-3-4.0)
An in-depth study of Swedish massage techniques and application to complete body massage.
Prerequisite(s): Admission into the Therapeutic Massage Program.

MTH 122 PRINCIPLES OF MASSAGE II (3-3-4.0)
Introduces basic assessment skills and applications of therapeutic techniques to muscles, tendons, ligaments and other structures.
Prerequisite(s): Successful completion of prior program requirements.

MTH 123 MASSAGE CLINICAL I (1-6-3.0)
Students actively participate in a clinical massage setting experiencing all aspects of delivering therapeutic massage.
Prerequisite(s): Successful completion of prior program requirements.

MTH 124 MASSAGE BUSINESS APPLICATION (3-0-3.0)
Addresses the basic skills necessary including writing resumes, marketing, bookkeeping, taxes and record keeping.
Prerequisite(s): Successful completion of prior program requirements.

MTH 125 MASSAGE EXTERNSHIP (1-9-4.0)
Students are placed in local professional therapeutic massage settings to apply advanced massage therapy skills and observe facility business operations under the close supervision of licensed massage therapists.
Prerequisite(s): Successful completion of prior program requirements.

MTH 126 PATHOLOGY FOR MASSAGE THERAPY (2-0-2.0)
This course covers basic pathology for the massage therapy student. This course includes signs and symptoms of diseases with emphasis on recognition and identification as prescribed in massage therapy.
Prerequisite(s): Successful completion of prior program requirements.

MTT 101 INTRODUCTION TO MACHINE TOOL (0-6-2.0) Elective
This course covers the basics in measuring tools, layout tools, bench tools and basic operations of lathes, mills and drill presses.

MTT 111 MACHINE TOOL THEORY AND PRACTICE I (2-9-5.0)
This course is an introduction to the basic operation of machine shop equipment.
Corequisite(s): EGT 104

MTT 112 MACHINE TOOL THEORY AND PRACTICE II (2-9-5.0)
This course is a combination of the basic theory and operation of machine shop equipment.
Corequisite(s): EGT 108
Prerequisite(s): MTT 111

MTT 113 MACHINE TOOL THEORY AND PRACTICE III (2-9-5.0)
This advanced course is a combination of theory and practice to produce complex metal parts. This course will include advanced machining and grinding procedures required to complete all machining applications.
Prerequisite(s): MTT 112

MTT 143 PRECISION MEASUREMENTS (2-0-2.0) ELECTIVE
This course is a study of precision measuring instruments.

MTT 241 JIGS AND FIXTURES I - ELECTIVE (2-0-2.0)
This course includes the theory necessary to design working prints of simple jigs and fixtures.
Prerequisite(s): EGT 108, MTT 113

MTT 243 ADVANCED DIMENSIONAL METROLOGY FOR MACHINISTS (3-0-3.0) ELECTIVE
This course is a study of higher levels of measurement, measuring instruments, and measuring techniques. The course consists of a theoretical and practical study incorporating the metric system, geometric dimensionsing/tolerancing, sine bars/plates for compound angles and more.

MTT 249 INTRODUCTION TO CAM (3-0-3.0)
This course covers the basic commands necessary to create a simple part program for CNC machines using a graphics programming software.
Prerequisite(s): EGT 152, MAT 168*, MTT 113, MTT 253

MTT 250 PRINCIPLES OF CNC (3-0-3.0)
This course is an introduction to the coding used in CNC programming.
Prerequisite(s): EGT 152, MAT 168*, MTT 113

MTT 253 CNC PROGRAMMING AND OPERATIONS (0-9-3.0)
This course is a study of the planning, programming, selecting tooling, determining speeds and feeds, setting up, operating, and testing of CNC programs on CNC machines.
Prerequisite(s): MTT 250 with a minimum grade of "C."

MTT 254 CNC PROGRAMMING I (0-9-3.0)
This course is a study of CNC programming, including machine language and computer assisted programming.
Prerequisite(s): MTT 253 with a minimum grade of "C."

MTT 255 CNC PROGRAMMING II (2-3-3)
This course includes CNC programming with simulated production conditions.
Prerequisite: MTT 254

MTT 256 CNC PROGRAMMING III (3-0-3)
This course includes advanced programming methods using multi-axis machining centers.
Prerequisite: MTT 254

MTT 258 MACHINE TOOL CAM (1-6-3)
This course is a study of computer assisted manufacturing graphics systems needed to create CNC programs.
Prerequisite: MTT 249

MTT 270 OPERATIONS AND PROGRAMMING OF COORDINATE MEASURING MACHINES (3-0-3.0)
This course is a study of the operation, application and programming of coordinate measuring machines (CMM). Prerequisite(s): EGT 108, EGT 152, MAT 101*, MTT 112

MTT 275 INTRODUCTION TO NIMS CREDENTIALING (1-9-4.0)
This capstone course will acquaint students with the National Institute for Metalworking Skills (NIMS) credentialing process and will prepare students for the national credentialing examinations.
Prerequisite(s): EGT 152, MAT 168*, MTT 113, MTT 254

MTT 285 NIMS LEVEL I CAPSTONE (1-9-4.0)
This capstone course will provide practice and performance necessary to complete all Level I projects outlined by the National Institute for Metalworking Skills (NIMS). This course will include projects and written examinations required by NIMS. Prerequisite(s): MTT 275

MTT 290 SELECTED TOPICS IN MACHINE TOOL TECHNOLOGY (3-0-3.0) Elective
This course is a study of current topics related to machine tool technology.

****MUS 105 MUSIC APPRECIATION (3-0-3.0)**
This course is an introduction to the study of music with focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various western and non-western historical style periods, and appropriate listening experiences.
Prerequisite(s): ENG 100*, RDG 100* with grade of "C" or better.

NUR 106 PHARMACOLOGIC BASICS IN NURSING PRACTICE (1-3-2.0)
This introductory course outlines the basic concepts of pharmaceutics, pharmacokinetics, pharmacodynamics, and pharmacotherapeutics. The process of clinical calculations is introduced, as well as the major drug classifications.
Prerequisite(s): Admission into the Nursing Program and successful completion of prior program requirements.

NUR 120 BASIC NURSING CONCEPTS (3-12-7.0)
This course introduces the application of the nursing process in the care of persons throughout the life span who are experiencing selected common health problems.
Prerequisite(s): Admission into the Nursing Program and successful completion of prior program requirements.

NUR 138 BASIC HEALTH ASSESSMENT IN NURSING (1-3-2.0)
This course is a study of the cognitive, psychomotor, and technological skills necesary to perform a basic health assessment for adult clients.
Prerequisite(s): Admission into the Nursing Program and successful completion of prior program requirements.

NUR 148 OBSTETRIC, NEONATAL, AND WOMEN'S HEALTH NURSING (3-6-5.0)
This course focuses on the nursing care of low-risk and high-risk obstetric clients, low-risk neonates and women throughout their life spans.
Prerequisite(s): Admission into the Nursing Program and successful completion of prior program requirements.

NUR 165 NURSING CONCEPTS AND CLINICAL PRACTICE I (3-9-6.0)
This course covers application of critical thinking skills and nursing concepts in the care of adult clients with selected health problems in a variety of settings.
Prerequisite(s): Admission into the Nursing Program and successful completion of prior program requirements.

NUR 212 NURSING CARE OF CHILDREN (2-6-4.0)
This course facilitates the application of the nursing process to assist in meeting the needs of children with acute and chronic health problems. Focus is on growth and development and anticipatory guidance.
Prerequisite(s): Admission into the Nursing Program and successful completion of prior program requirements.

NUR 214 MENTAL HEALTH NURSING (2-6-4.0)
This course facilitates the utilization of the nursing process to assist in meeting the needs of patients with common mental health problems. Focus is on the dynamics of human behavior ranging from normal to extreme.
Prerequisite(s): Admission into the Nursing Program and successful completion of prior program requirements.

NUR 224 ADVANCED ALTERATIONS IN HEALTH (0-3-1.0)
This course focuses on development of theoretical knowledge related to client-centered and family-centered nursing for selected clients with multi-system acute and chronic health problems across the lifespan. Emphasis is placed on the role of the nurse in clinical decision making.
Prerequisite(s): Admission into the Nursing Program and successful completion of prior program requirements.

NUR 265 NURSING CONCEPTS AND CLINICAL PRACTICE II (3-9-6.0)
This course is a continuation of the application of critical thinking skills and nursing concepts in the care of adult clients with selected health problems in a variety of settings.
Prerequisite(s): Admission into the Nursing Program and successful completion of prior program requirements.

NUR 270 PRINCIPLES OF MANAGEMENT AND LEADERSHIP (0-3-1.0)
The course focuses on concepts and competencies related to role development, leadership, and management skills, legal and ethical issues, and professional values and behaviors of the registered nurse.
Prerequisite(s): Admission into the Nursing Program and successful completion of prior program requirements.

NUR 271 MANAGEMENT AND LEADERSHIP PRACTICUM (0-6-2.0)
This course provides lab and clinical practice related to role development, leadership and management skills, legal and ethical issues, and professional values and behaviors of the registered nurse.
Prerequisite(s): Admission into the Nursing Program and successful completion of prior program requirements.

****PHI 101 INTRODUCTION TO PHILOSOPHY (2-3-3.0)**
This course includes a topical survey of the three main branches of philosophy - epistemology, metaphysics, and ethics-and the contemporary questions related to these fields.
Prerequisite(s): ENG 100*, RDG 100* with grade of "C" or better.

****PHI 110 ETHICS (3-0-3.0)**
This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning.
Prerequisite(s): ENG 100*, RDG 100* with grade of "C" or better.

PHM 101 INTRODUCTION TO PHARMACY (2-3-3.0)
This course provides a study of and introduction to pharmacy and the role in providing patient cares services.
Prerequisite(s): Admission into the Pharmacy Technician Program.

PHM 110 PHARMACY PRACTICE (2-6-4.0)
This course provides a study of theory and practice in procuring, manipulating, and preparing drugs for dispensing.
Prerequisite(s): Admission into the Pharmacy Technician Program.

PHM 112 PHARMACY MATH (2-0-2.0)
This course provides a study of mathematical manipulation and measurement systems as allied to pharmacy.
Prerequisite(s): Admission into the Pharmacy Technician Program.

PHM 113 PHARMACY TECHNICIAN MATH (3-0-3.0)
This course includes a review of basic mathematics focusing on its application to common pharmaceutical calculations.
Prerequisite(s): Successful completion of prior program requirements.

PHM 114 THERAPEUTIC AGENTS I (3-0-3.0)
This course provides an introductory study of therapeutic drug categories.
Prerequisite(s): Admission into program.

PHM 124 THERAPEUTIC AGENTS II (3-0-3.0)
This course includes a study of therapeutic drug categories.
Prerequisite(s): Successful completion of prior program requirements.

PHM 164 PHARMACY TECHNICIAN PRACTICUM II (1-9-4)
This course provides practical application of pharmacy skills in pharmacy environments.
Prerequisite(s): Successful completion of prior program requirements.

PHM 173 PHARMACY TECHNICIAN PRACTICUM III (1-6-3.0)
This course includes practical experience in a working pharmacy environment.
Prerequisite(s): Successful completion of prior program requirements.

PHM 201 PHARMACY MANAGEMENT (3-0-3.0)
The course will provide a study of managing personnel, materials and work flow in a pharmacy.
Pre-requisite: MGT 201

PHM 202 PHARMACOLOGICAL ANATOMY AND PHYSIOLOGY (4-0-4.0)
This course introduces therapeutic drug categories. Basic anatomy and physiology of systems affected by drug action are emphasized.
Prerequisite(s): Admission into the IV Admixture and Sterile Products Preparation Certificate.

PHM 250 SPECIAL TOPICS IN PHARMACY (2-3-3.0)
This course provides opportunities for specialized studies of unique topics in pharmacy, such as pediatric, pharmacology, advanced chemotherapy and IV preparation, and advanced medication order entry and intrepretation.
Prerequisite(s): Admission into the IV Admixture and Sterile Products Preparation Certificate.

PHS 101 PHYSICAL SCIENCE I (3-3-4.0)
This is the first of a sequence of courses in physical science and includes an introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology and physics. This course will focus on the following topics: matter, motion, energy, work, power and introduction to chemistry. The following topics will be covered to a lesser degree: machines, electricity, fluid mechanics, heat transfer, thermal expansion, heat and phase change, thermodynamics, and the generation and application of various energy sources.
Prerequisite(s): MAT 102* or MAT 153 with a minimum grade of "C."

PHS 102 PHYSICAL SCIENCE II (3-3-4.0)
This is a continuation of the introduction to physical science with an emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics. This course will involve in depth coverage of the following topics: machines, materials, electricity, chemistry, temperature, fluid mechanics, heat transfer, thermal expansion, heat and phase change, and thermodynamics. The generation and application of the following energy sources will be examined: geothermal, solar, wind, fission, and fusion. There will also be a brief consideration of our solar system, formation and classification of stars, and the universe in general
Prerequisite(s): PHS 101with a minimum grade of "C."
Corequisite(s): MAT 110

****PHY 201 PHYSICS I (3-3-4.0)**
This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.
Prerequisite(s): MAT 111 with a minimum grade of "C."

****PHY 202 PHYSICS II (3-3-4.0)**
This course covers physics topics, including mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.
Prerequisite(s): PHY 201 with a minimum grade of "C."

****PHY 221 UNIVERSITY PHYSICS I (3-3-4.0)**
This is the first of a sequence of courses. The course includes a calculus based treatment of the following topics: vectors, laws of motion, rotation, vibratory and wave motion.
Prerequisite(s): MAT 140 with a minimum grade of "C."

****PHY 222 UNIVERSITY PHYSICS II (3-3-4.0)**
This college transfer course is a continuation of calculus based treatment of the following topics: thermodynamics, kinetic theory of gases, electricity and magnetism, including electrostatics, dielectrics, electric circuits, magnetic fields and induction phenomena.
Prerequisite(s): PHY 221 with a minimum grade of "C."

PSC 102 Special Topics in Political Science (2-0-2.0)
This course provides hands-on activities to support courses in international relations and comparative governments. The countries and issues studied will vary depending upon world politics.
Prerequisites: ENG 101 and approval of instructor

****PSC 201 AMERICAN GOVERNMENT (3-0-3.0)**
This course is a study of national governmental institutions with emphasis on the Constitution, the functions of the executive, legislative and judicial branches, civil liberties and the role of the electorate.
Prerequisite(s): ENG 032*, RDG 032*

****PSC 215 STATE AND LOCAL GOVERNMENT (3-0-3.0)**
This course is a study of state, country, and municipal government systems, including interrelationships between these systems and within the federal government.
Prerequisite(s): ENG 100*, RDG 100*

PSC 220 INTRODUCTION TO INTERNATIONAL RELATIONS (3-0-3.0)
This course introduces the major forces and factors influencing world affairs with emphasis on the role of the United States in the global community and the impact of growing interdependence on daily living.
Prerequisite(s): ENG 100*, RDG 100*

PSY 103 HUMAN RELATIONS (3-0-3.0)
This course is a study of human relations, including the dynamics of behavior, interrelationships, and personality as applied in everyday life. The course is a study of the technical and the administrative systems including organization design, technology, job redesign and enrichment, leadership and appraising performance. Other topics deal with work problems and behavioral effectiveness, including communicating, managing change and using organizational development interventions. Classes stimulate students to think practically and to resolve human relations problems.
Prerequisite(s): ENG 032*, RDG 032*

PSY 115 INDUSTRIAL PSYCHOLOGY (3-0-3.0)
This course is the study of the application of the methods, facts and principles of the science of human behavior to people in the work place.
Prerequisite(s): ENG 032*, RDG 032*

****PSY 201 GENERAL PSYCHOLOGY (3-0-3.0)**
This course includes the following topics and concepts in the science of behavior: scientific method, biological basis for behavior, perception, motivation, learning, memory, development, personality, abnormal behavior, therapeutic techniques and social psychology.
Prerequisite(s): ENG 100*, MAT 032*, RDG 032*

****PSY 203 HUMAN GROWTH AND DEVELOPMENT (3-0-3.0)**
This course is a study of the physical, cognitive and social factors affecting human growth, development, and potential.
Prerequisite(s): PSY 201

****PSY 212 ABNORMAL PSYCHOLOGY (3-0-3.0)**
This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures. Prerequisite(s): PSY 201

PSY 214 PSYCHOLOGY OF THE EXCEPTIONAL CHILD (3-0-3.0)
This course is a study of the growth, development and training of exceptional children, including children with disabilities and the gifted.
Prerequisite(s): PSY 201

RAD 102 PATIENT CARE PROCEDURES (2-0-2.0)
This course provides a study of the procedures and techniques used in the care of the diagnostic imaging patient.
Prerequisite(s): Admission into the Radiologic Technology Program.

RAD 105 RADIOGRAPHIC ANATOMY (4-0-4.0)
This course includes the study of the structures of the human body and the normal function of its systems. Special emphasis is placed on radiographic anatomy.
Prerequisite(s): Admission into the Radiologic Technology Program.
Corequisite(s): RAD 130

RAD 110 RADIOGRAPHIC IMAGING I (2-3-3.0)
This course provides a detailed study of the parameters controlling radiation quality and quantity for radiographic tube operation and image production.
Prerequisite(s): Admission into the Radiologic Technology Program

RAD 115 RADIOGRAPHIC IMAGING II (2-3-3.0)
This course continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging.
Prerequisite(s): All previously taken RAD courses with a grade of "C" or better.

RAD 121 RADIOGRAPHIC PHYSICS (3-3-4.0)
This course introduces the principles of radiographic physics, incorporating theory and application of basic principles underlying the operation and maintenance of X-ray equipment.
Prerequisite(s): All previously taken RAD courses with a grade of "C" or better.

RAD 130 RADIOGRAPHIC PROCEDURES I (2-3-3.0)
This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen and extremities are included.
Prerequisite(s): Admission into the Radiologic Technology Program
Corequisite(s): RAD 105

RAD 136 RADIOGRAPHIC PROCEDURES II (2-3-3.0)
This course is a study of radiographic procedures for visualization of the structures of the body.
Prerequisite(s): AHS 110, RAD 105, RAD 130

RAD 153 APPLIED RADIOGRAPHY I (0-9-3.0)
This course introduces the clinical environment of the hospital by providing basic use of radiographic equipment and routine radiographic procedures.
Prerequisite(s): Admission into the Radiologic Technology Program.

RAD 176 APPLIED RADIOGRAPHY III (0-18-6.0)
This course includes clinical education needed for building competence in performing radiographic procedures within the clinical environment.
Prerequisite(s): All previously taken RAD courses with a grade of "C" or higher.

RAD 201 RADIATION BIOLOGY (1-3-2.0)
This course is a study of the principles of radiobiology and protection. It emphasizes procedures that keep radiation exposure to patients, personnel, and the population at large to a minimum.
Prerequisite(s): All previously taken RAD courses with a grade of "C" or higher..

RAD 205 RADIOGRAPHIC PATHOLOGY (2-0-2.0)
This course provides a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis, and treatment.
Prerequisite(s): All previously taken RAD courses with a grade of "C" or higher.

RAD 225 SELECTED RADIOGRAPHIC TOPICS (1-3-2.0)
This course is a study of selected areas related to radiography.
Prerequisite(s): All previously taken RAD courses with a grade of "C" or higher.

RAD 230 RADIOGRAPHIC PROCEDURES III (2-3-3.0)
This course is a study of special radiographic procedures.
Prerequisite(s): All previously taken RAD courses with a grade of "C" or higher.

RAD 256 ADVANCED RADIOGRAPHY I (0-18-6.0)
This course includes independently performing routine procedures in a radiology department, including involvement in advanced radiographic procedures.
Prerequisite(s): All previously taken RAD courses with a grade of "C" or higher.

RAD 268 ADVANCED RADIOGRAPHY II (0-24-8.0)
This course includes routine radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere.
Prerequisite(s): All previously taken RAD courses with a grade of "C" or higher.

RAD 278 ADVANCED RADIOGRAPHY III (0-24-8.0)
This course includes routine and advanced radiographic procedures in the clinical environment.
Prerequisite(s): All previously taken RAD courses with a grade of "C" or higher.

RAD 282 IMAGING PRACTICUM (1-3-2.0)
This clinical course provides an opportunity for exploration of career opportunities in radiology and advanced imaging modalities.
Prerequisite(s): All previously taken RAD courses with a grade of "C" or higher.

RAD 283 IMAGING PRACTICUM (1-6-3.0)
This clinical course provides an opportunity for exploration of career opportunities in radiology and advanced imaging modalities.
Prerequisite(s): All previously taken RAD courses with a grade of "C" or higher.

RDG 032 DEVELOPMENTAL READING (3-0-3.0)
This course is an intensive review of the academic reading skills needed for success in a college-level course. Students will demonstrate their understanding of reading as a process and will apply strategies learned to expand their reading comprehension skills. Students will demonstrate the ability to integrate knowledge, use context clues, and identify supporting details.

RDG 100 CRITICAL READING (3-0-3.0)
This course covers the application of basic reading skills to improve critical comprehension and higher order thinking skills. A grade of "C" is required in order to receive credit in this course. (Non-Degree)
Prerequisite(s): RDG 032*

REL 101 INTRODUCTION TO RELIGION (3-0-3.0)
This course provides a study of religion and the nature of religious belief and practice.
Prerequisite(s): ENG 100*, RDG 100* with grade of "C" or better.

REL 104 EARLY CHRISTIAN HISTORY AND LITERATURE (3-0-3.0)
This course provides a study of the Biblical New Testament and other early Christian writings, emphasizing the historical and cultural contexts in which they were produced.
Prerequisite(s): ENG 100*, RDG 100* with grade of "C" or better.

REL 105 EARLY JEWISH HISTORY AND LITERATURE (3.0.3.0)
This course provides a study of the Tanakh, The Talmud, and other early Jewish works, emphasizing the historical and cultural contexts in which they were created.
Prerequisite(s): ENG 100*, RDG 100* with grade of "C" or better.

REL 201 RELIGIONS OF THE WORLD (3-0-3.0)
This course surveys the major religious traditions of the world.
Prerequisite(s): ENG 100*, RDG 100* with grade of "C" or better.

RES 111 PATHOPHYSIOLOGY (1-3-2.0)
This course is a study of the general principles and analyses of normal and diseased states.
Prerequisite(s): Successful completion of prior program requirements.

RES 121 RESPIRATORY SKILLS I (3-3-4.0)
This course includes a study of basic respiratory therapy procedures and their administration.
Prerequisite(s): Admission into the Respiratory Care Program.

RES 123 CARDIOPULMONARY PHYSIOLOGY (3-0-3.0)
This course covers cardiopulmonary physiology and related systems.
Prerequisite(s): Successful completion of prior program requirements.

RES 131 RESPIRATORY SKILLS II (3-3-4.0)
This course is a study of selected respiratory care procedures and applications.
Prerequisite(s): Successful completion of prior program requirements.

RES 141 RESPIRATORY SKILLS III (2-3-3.0)
This course covers mechanical ventilation systems, pediatrics and associated monitors.
Prerequisite(s): Successful completion of prior program requirements.

RES 151 CLINICAL APPLICATIONS I (0-15-5.0)
This course covers the fundamental respiratory care procedures in the hospital setting.
Prerequisite(s): Successful completion of prior program requirements.

RES 152 CLINICAL APPLICATIONS II (0-9-3.0)
This course includes practice of respiratory care procedures in the hospital setting.
Prerequisite(s): Successful completion of prior program requirements.

RES 204 NEONATAL/PEDIATRIC CARE (3-0-3.0)
This course focuses on cardiopulmonary physiology, pathology, and management of the newborn and pediatric patient.
Prerequisite(s): Successful completion of prior program requirements.

RES 232 RESPIRATORY THERAPEUTICS (1-3-2.0)
This course is a study of specialty areas in respiratory care, including rehabilitation.
Prerequisite(s): Successful completion of prior program requirements.

RES 241 RESPIRATORY CARE TRANSITION (1-0-1.0)
This course provides a comprehensive review of respiratory care.
Prerequisite(s): Successful completion of prior program requirements.

RES 242 ADVANCED RESPIRATORY CARE TRANSITION (1-0-1.0)
This course provides a comprehensive review of advanced respiratory care.
Prerequisite(s): Successful completion of prior program requirements.

RES 244 ADVANCED RESPIRATORY SKILLS I (3-3-4.0)
This course includes an in-depth study of mechanical ventilation and considerations for management of the critical care patient.
Prerequisite(s): Successful completion of prior program requirements.

RES 245 ADVANCED RESPIRATORY SKILLS II (1-3-2.0)
This course includes an in-depth study of pulmonary function and other considerations for pulmonary patients.
Prerequisite(s): Successful completion of prior program requirements.

RES 246 RESPIRATORY PHARMACOLOGY (1-3-2.0)
This course includes a study of pharmacologic agents used in cardiopulmonary care.
Prerequisite(s): Successful completion of prior program requirements.

RES 247 ADVANCED RESPIRATORY PHARMACOLOGY (2-0-2.0)
This course covers the indications, side effects, and hazards of pharmacologic agents used in the intensive care unit. Emphasis is on agents commonly administered by the respiratory care practitioner.
Prerequisite(s): Successful completion of prior program requirements.

RES 255 CLINICAL PRACTICE (0-15-5.0)
This course includes clinical training with emphasis on intensive care.
Prerequisite(s): Successful completion of prior program requirements.

RES 275 ADVANCED CLINICAL PRACTICE (0-15-5.0)
This course includes clinical practice in advanced are procedures.
Prerequisite(s): Successful completion of prior program requirements.

RES 277 ADVANCED CLINICAL PRACTICE II (0-15-5.0)
This course is the study of the clinical practice of advanced patient care procedures.
Prerequisite(s): Successful completion of prior program requirements.

RPT 101 INTRODUCTION TO RADIATION PROTECTION (1-0-1.0)
This course provides a study of the radiation protection profession to include career paths, opportunities and challenges, roles and responsibilities of a radiation protection technician, and the culture of the nuclear industry.
Prerequisite(s): None

RPT 201 POWER PLANT FUNDAMENTALS (4-0-4.0)
This course provides an introduction to the fundamental operation of a nuclear power plant and addresses administrative guidelines that govern plant operations.
Prerequisite(s): RPT 101, CHM 105 or CHM 111, CPT 174, ENG 260, SPC 209, PHS 102 or PHY 202 OR PHY 222, PHY 202 OR PHY 222 with a minimum grade of "C" in all classes

RPT 202 FUNDAMENTAL PLANT SYSTEMS (1-0-1.0)
This course is the study of the purpose and function of the primary and secondary systems and components in nuclear power plants.
Prerequisite(s): RPT 201 with a minimum grade of "B."

RPT 203 GENERAL EMPLOYEE TRAINING (3-0-3.0)
This course includes basic requirements in nuclear, industrial, and radiological safety needed for gaining unescorted access to a nuclear facility.
Prerequisite(s): RPT 202 with a minimum grade of "B".

RPT 204 HUMAN RESOURCES AND ERROR REDUCTION (1-0-1.0)
This course provides an orientation of employer specific programs and processes and an overview of the skills necessary for preventing human error in the nuclear environment.
Prerequisite(s): None

RPT 205 RADIATION DETECTION AND STANDARDS (2-0-2.0)
This course is the study of the instrumentation and principles used to detect radiation, the source of radiation in the plant, and the applicability of designated standards and guidelines to the job of the radiation protection technician.
Prerequisite(s): RPT 203 with a minimum grade of "B".

RPT 206 RADIATION MONITORING AND EXPOSURE CONTROL (4-0-4.0)
This course is the study of equipment used to monitor personal exposure to ionizing radiation and methods used to minimize the amount of exposure received during the operation and maintenance of the plant.
Prerequisite(s): RPT 205 with a minimum grade of "B".

RPT 207 CONTAMINATION CONTROL & INCIDENT PREVENTION (3-0-3.0)
This course is the study of methods used to control radioactive contamination on surfaces, liquid and gaseous effluents. Radiological events from operating experiences in the United States and other countries are also discussed.
Prerequisite(s): RPT 206 with a minimum grade of "B".

RPT 208 RADIATION PROTECTION INTERNSHIP I (1-0-1.0)
This course provides an employer specific in-plant orientation and a list of expectations for completing the first internship at a nuclear power station. The intern evaluation form and task checklist will be discussed in terms of assisting in the performance of radiation protection activities.
Prerequisite(s): RPT 207 with a minimum grade of "B."

RPT 210 SCWE IN RADIATION PROTECTION INTERNSHIP I (0-16-4.0)
This practical experience provides introductory "hands on" applications for performing basic radiation protection surveillance and control activities. During this internship the student will assist senior qualified technicians in the performance of these duties. Direct oversight is required.
Prerequisite(s): RPT 208 with a minimum grade of "B".

RPT 211 RESEARCH IN RADIATION PROTECTION (1-0-1.0)
This course provides the student the skills required for researching significant issues in radiation protection.
Prerequisite(s): RPT 205 with a minimum grade of "B".

RPT 212 ON JOB TRAINING AND TASK PERFORMANCE EVALUATION PREPARATION (1-0-1.0)
This course covers nuclear industry process requirements for conducting on the job training (OJT) and task performance evaluations (TPE); it also orients the students to computer applications and knowledge elements for performing basic radiation protection tasks.
Prerequisite(s): RPT 210 with a minimum grade of "B".

RPT 213 OJT/TPE ON STANDARDIZED TASKS (6-0-6.0)
This course includes on the job training & task performance evaluations of these tasks: taking, counting, & recording surveys; use of Alpha and Beta Gamma Smear Counters; posting & RCZ construction; control & storage of radioactive materials; monitoring and coaching workers entering/exiting RCA/RCZ
Prerequisite(s): RPT 212 with a minimum grade of "B".

RPT 216 RADIATION PROTECTION INTERNSHIP II (1-0-1.0)
This course provides an employer specific in-plant orientation and a list of expectations for completing the second internship at a nuclear power station; the intern evaluation form and the intern task checklist will be discussed in terms of performing the tasks mastered in OJT/TPE.
Prerequisite(s): RPT 213 with a minimum grade of "B".

RPT 218 SCWE IN RADIATION PROTECTION INTERNSHIP II (0-16-4.0)
This practical experience provides hands on applications for performing basic radiation protection surveillance and control activities. During this internship the student will perform the tasks mastered in OJT/TPE courses. Direct oversight by plant line-management is required.
Prerequisite(s): RPT 216 with a minimum grade of "B".

SAC 101 BEST PRACTICES IN SCHOOL-AGE AND YOUTH CARE SKILLS (3-0-3.0)
This course introduces basic best practices of school-age and youth care skills for practitioners in out-of-school care environments.
Prerequisite(s): ECD 101

****SOC 101 INTRODUCTION TO SOCIOLOGY (3-0-3.0)**
This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth and technology in society and social institutions.
Prerequisite(s): ENG 100*, RDG 100*

****SOC 205 SOCIAL PROBLEMS (3-0-3.0)**
This course is a survey of current social problems in America, stressing the importance of social change and conflicts as they influence perceptions, definitions, etiology, and possible solutions.
Prerequisite(s): SOC 101 with grade of "C" or better.

****SPA 101 ELEMENTARY SPANISH I (4-0-4.0)**
This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to the Hispanic culture.
Prerequisite(s): ENG 100*, RDG 032* with grade of "C" or better.

****SPA 102 ELEMENTARY SPANISH II (4-0-4.0)**
This course continues development of the basic language skills and the study of the Hispanic culture.
Prerequisite(s): SPA 101 with grade of "C" or better.

SPA 103 BEGINNING CONVERSATIONAL SPANISH I (2-0-2.0)
This course focuses on vocabulary and basic communication skills. It may also include an introduction to Hispanic and Latino cultures. SPA 103 may be taken before or after SPA 104.
Prerequisites: ENG 032* and RDG 032* with grade of "C" or better.

SPA 104 BEGINNING CONVERSATIONAL SPANISH II (2-0-2.0)
This course focuses on vocabulary and basic communication skills. It may also include an introduction to Hispanic and Latino cultures. SPA 104 may be taken before or after SPA 103.
Prerequisites: ENG 032* and RDG 032* with grade of "C" or better.

SPA 105 CONVERSATIONAL SPANISH (3-0-3.0)
This course is a study of basic terminology in Spanish. Basic listening and speaking skills will be emphasized as well as relevant cultural aspects which may affect intercultural communications.
Prerequisite(s): ENG 100*, RDG 032* with grade of "C" or better.

****SPA 201 INTERMEDIATE SPANISH I (3-0-3.0)**
This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose.
Prerequisite(s): SPA 102 with grade of "C" or better.

****SPA 202 INTERMEDIATE SPANISH II (3-0-3.0)**
This course continues a review of Spanish grammar with attention given to more complex grammatical structures and reading more difficult prose.
Prerequisite(s): SPA 201 with grade of "C" or better.

SPA 205 ADVANCED CONVERSATIONAL SPANISH (3-0-3.0)
In this course, an emphasis is placed on expanded vocabulary and grammar and on mastery of colloquialisms. Cultural aspects that affect intercultural communication are also studied. SPA 205 is conducted primarily in Spanish.
Prerequisite(s): SPA 201 with grade of "C" or better.

SPA 206 ADVANCED SPANISH READING AND COMPOSITION (3.0-3.0)
This course offers practice in writing through reading Spanish poetry and prose. In addition to content development, punctuation, spelling, and accenting are studied. SPA 206 is conducted primarily in Spanish.
Prerequisite(s): SPA 201 with grade of "C" or better.

SPA 213 HISPANIC/LATINO HISTORY AND CULTURE (3-0-3.0)
This course provides an overview of the history of Spanish-speaking countries from a cultural perspective. SPA 213, taught primarily in Spanish, reinforces oral and written Spanish skills.
Prerequisite(s): SPA 201 with grade of "C" or better.

SPA 290 FIELD SPANISH (2-3-3.0)
This course combines a three-hour per week internship in business or a public or private agency that requires Spanish communication skills with two hours of intensive study of discipline-specific Spanish vocabulary.
Prerequisite(s): SPA 201 with grade of "C" or better and permission.

SPA 299 SPECIAL TOPICS IN SPANISH (3-0-3.0)
This course provides a flexible format through which students will increase their Spanish language skills and their understanding of Spanish-speaking cultures.
Prerequisite(s): SPA 102 with grade of "C" or better or permission

SPC 205 PUBLIC SPEAKING (3-0-3.0)
This course is an introduction to principles of public speaking with application of speaking skills.
Prerequisite(s): ENG 100*, RDG 100* with grade of "C" or better.

SPC 208 INTERCULTURAL COMMUNICATION (3-0-3.0)
This course is an introduction to the theory and practice of "difference-based" communication–the study of face-to-face communication where significant cultural differences exist in values, perception, and verbal and nonverbal behavior.
Prerequisite(s): ENG 100*, RDG 100* with grade of "C" or better.

SPC 209 INTERPERSONAL COMMUNICATION (3-0-3.0)
This course is an introduction to the principles of interpersonal communication with emphasis on interpersonal theory as applied to personal and professional relationships. Students will learn to observe and analyze how these principles operate in daily interaction with others.
Prerequisite(s): ENG 100*, RDG 100* with grade of "C" or better.

SPC 212 SURVEY OF MASS COMMUNICATION (3-0-3.0)
This course is a survey of the development of media and their influence upon society. Topics focus on newspapers, magazines, radio and television broadcasting, and film, and their impact on American culture. Students will critique mass media using modern methodology.
Prerequisite(s): ENG 100*, RDG 100* with grade of "C" or better.

SPC 225 INTRODUCTION TO COMMUNICATION THEORY (3-0-3.0)
This course is a survey of various communication theories, which considers principles, contexts, and development of human communication. Topics include discussion of interpersonal, relational, organizational, symbolic, rhetorical, media, gender, and intercultural communication theories.
Prerequisite(s): ENG 101 with grade of "C" or better.

SPC 280 ORGANIZATIONAL COMMUNICATION (3-0-3.0)
This course focuses on communication dynamics within organizational settings. Topics include leadership, small group communication, ethics, and conflict resolution.
Prerequisite(s): ENG 100*, RDG 100* with grade of "C" or better.

SPC 285 ADVANCED PUBLIC SPEAKING (3-0-3.0)
This course continues the study of principles of public speaking with application of speaking skills. Emphasis will be placed on a deeper understanding of communication theory and on attainment of skills incorporating media in presentations.
Prerequisite(s): ENG 101, SPC 205 with grade of "C" or better.

SPC 299 SPECIAL TOPICS IN COMMUNICATION (3-0-3.0)
This course provides a flexible format through which students may focus on specific communication issues such as conflict resolution, gender in communication, leadership, or telecommunication.
Prerequisite(s): ENG 101 with grade of "C" or better or permission.

SUR 101 INTRODUCTION TO SURGICAL TECHNOLOGY (4-3-5.0)
This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic instrumentation and supplies, sterilization, principles of infection control, and wound healing.
Prerequisite(s): Admission into the Surgical Technology Program.

SUR 102 APPLIED SURGICAL TECHNOLOGY (1-12-5.0)
This course covers the principles and application of aseptic technique, the perioperative role, and medical/legal aspects.
Prerequisite(s): Admission into the Surgical Technology Program.

SUR 106 ADVANCED SURGICAL PROCEDURES (2-0-2.0)
This course is a study of advanced surgical procedures.
Prerequisite(s): Successful completion of prior program requirements.

SUR 107 SURGICAL SPECIALTY PROCEDURES (3-0-3.0)
This course is a study of the various surgical specialties.
Prerequisite(s): Successful completion of prior program requirements.

SUR 108 SURGICAL ANATOMY I (2-3-3.0)
This course includes the study of the structures of the human body and the normal function of its generalized systems. Special emphasis is placed on surgical anatomy.
Prerequisite(s): Admission into the Surgical Technology Program.

SUR 109 SURGICAL ANATOMY II (2-3-3.0)
This course includes the study of the structures of the human body and the normal function of its specialized systems. Special emphasis is placed on surgical anatomy.
Prerequisite(s): Successful completion of prior program requirements.

SUR 112 SURGICAL PRACTICUM I (0-12-4.0)
This course includes the application of perioperative theory under clinical supervision.
Prerequisite(s): Successful completion of prior program requirements.

SUR 114 SURGICAL SPECIALTY PRACTICUM (0-21-7.0)
This course includes the correlation of the principles and theories of specialized surgical procedures with clinical performance in affiliated hospitals.
Prerequisite(s): Successful completion of prior program requirements.

SUR 116 BASIC SURGICAL PROCEDURES (1-6-3.0)
This course is a study of basic surgical procedures to include intraoperative routines, sutures, medications, and anesthesia.
Prerequisites: Successful completion of prior program requirements.

SUR 120 SURGICAL SEMINAR (2-0-2.0)
This course includes the comprehensive correlation of theory and practice in the perioperative role.
Prerequisite(s): Successful completion of prior program requirements.

TEL 202 CONCEPTS OF TELECOMMUNICATIONS (3-0-3.0)
This course is the study of the most common telecommunications networks, including topologies, switching operations, local loop operations and telephone circuit operations.
Prerequisite(s): EET 145

TEL 240 FIBER OPTIC THEORY (2-0-2.0)
This course is the study of the basic theory of Fiber Optics Transmissions. Topics include O/E conversion, multiplexer design and SONET standards.
Prerequisite(s): EET 145

****THE 101 INTRODUCTION TO THEATRE (3-0-3.0)**
This course includes the appreciation and analysis of theatrical literature, history, and production.
Prerequisite(s): ENG 100*, RDG 100* with grade of "C" or better.

WLD 102 INTRODUCTION TO WELDING (1-3-2.0)
This course covers the principles of welding, cutting, and basic procedures for safety in using welding equipment.
Prerequisite(s): Permission from welding department chair

WLD 103 PRINT READING I (1-0-1.0)
This is a basic course which includes the fundamentals of print reading, the meaning of lines, views, dimensions, notes, specifications, and structural shapes. Welding symbols and assembly drawings as used in fabrication work are also covered.

WLD 105 PRINT READING II (1-0-1.0)
This course includes print reading, including welding symbols and their applications to pipe fabrication. Basic sketching of piping symbols, single line and double line pipe drawings, material estimating, template layout and how templates are used in pipe layouts are included.
Prerequisite(s): WLD 10 WLD 106

GAS AND ARC WELDING (2-6-4.0)
This course covers the basic principles and practices of oxyacetylene welding, cutting, and electric arc welding. Emphasis is placed on practice in fundamental position welding and safety procedures.
Prerequisite(s): Permission from welding department chair

WLD 113 ARC WELDING II (2-6-4.0)
This course is a study of arc welding of ferrous and/or nonferrous metals.
Prerequisite: WLD 106 or permission.

WLD 115 ARC WELDING III (2-6-4.0)
This course covers the techniques used in preparation for structural plate testing according to appropriate standards.
Prerequisite(s): WLD 113

WLD 117 SPECIALIZED ARC WELDING (2-6-4.0)
This course covers arc welding processes for industrial purposes.
Prerequisite(s): WLD 115

WLD 132 INERT GAS WELDING FERROUS (2-6-4.0)
This course covers set up and adjustment of equipment and fundamental techniques for welding ferrous metals.
Prerequisite(s): WLD 117

WLD 136 ADVANCED INERT GAS WELDING (1-3-2.0)
This course covers the techniques for all positions of welding ferrous and nonferrous metals.
Prerequisite(s): WLD 132

WLD 154 PIPE FITTING AND WELDING (3-3-4.0)
This is a basic course in fitting and welding pipe joints, either ferrous or nonferrous, using standard processes.

WLD 208 ADVANCED PIPE WELDING (2-3-3.0)
This course is a study of advanced pipe welding. It also covers the processes to fit and weld ferrous and nonferrous metals.
Prerequisite(s): WLD 136

WLD 212 DESTRUCTIVE TESTING (1-3-2.0)
This course covers the destructive testing methods used in the evaluation of welds.
Prerequisite(s): Permission from welding department chair

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